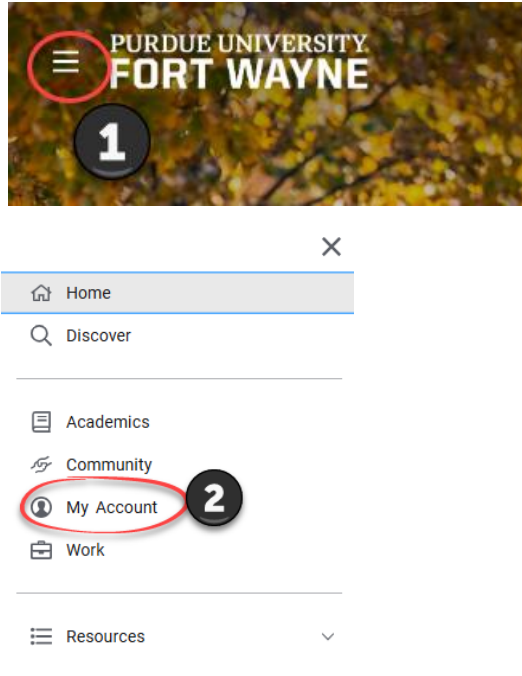


Updating Your Address, Phone Number, Preferred Name or Personal Pronouns

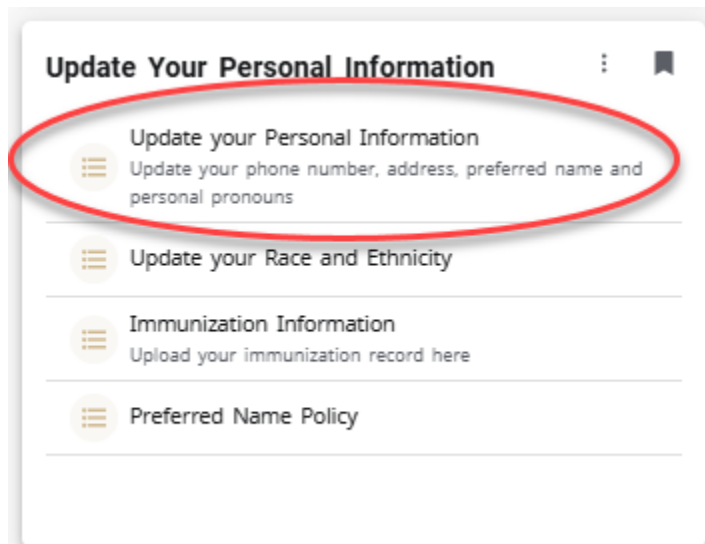
Step 1

- Log into goPFW <https://go.pfw.edu>
- Select “My Account” from the hamburger menu in the upper left



Step 2

- On the “Update Your Personal Information” card select “Update Your Personal Information”



Step 3

- On your personal information page you will select either edit or add new in the area that you wish to update:

Personal Information

Personal Details Edit

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted]
Date of Birth: [Redacted] Legal Sex: [Redacted] Preferred First Name: [Redacted]
Personal Pronoun: [Redacted]

Email

Purdue University Fort Wayne Email Address (Preferred): [Redacted] Bright Space AD Email Address (Not Updateable): [Redacted] Personal/Student Email Address (test@gmail.com, Not Updateable): [Redacted]

Phone Number Add New

'Internal Use Only' (Not Updateable): [Redacted] Local (Primary): [Redacted]

Address Add New

Permanent: [Redacted] Current: 02/23/2024 - (No end date)

Step 4

- Once you've made your updates you will either select "update" or "add" depending on the type/area of update. Some areas- such as legal name, date of birth, etc. are not editable online as they require official documentation to be submitted through the Registrar's Office.

Edit Phone Number ×

Phone Type: Local

Phone Number: [Redacted] [Redacted] Extension: [Redacted]

International Access Code and Phone Number: International Phone Number: [Redacted]

Primary Unlisted

Cancel Update

Add Address ×

Type of Address: Select Address Type Valid From: MM/dd/yyyy Valid Until: MM/dd/yyyy

Address Line 1: Enter Address Line 1 Address Line 2: Enter Address Line 2 Address Line 3: Enter Address Line 3

Address Line 4: Enter Address Line 4 City: Enter City State/Province: Select State

County: Select County Zip/Postal Code: Enter Zip Code Country: Select Country

Add

Step 5 - All Done!

- Once you have updated/added you are all done! You should see your changes reflected immediately on the personal information page.