one.bellarmine.edu
Updating Your Address/ Email/Phone Number

Here are step-by-step instructions for students on how to update your address, email, and/or phone number in One Bellarmine:

1. Go to **one.bellarmine.edu**, and click the "**One Login**" button in the upper right hand corner of the page.

2. Log in using your **Bellarmine email address** (ex. jdoe@bellarmine.edu) and password. You will land on your One Bellarmine Student Dashboard page. (*If you are unsure of your login credentials, please contact the Technology Support Center at 502.272.8301*).

3. On the upper left side of your Student Dashboard page, click the Self-Service button to take you to the Self-Service main menu page.

4. In the upper right hand corner of the screen click on your username, then User Profile.

5. To add a new address, email, or phone number, click on the plus symbol under the appropriate section and follow the prompts. *Note: addresses will be updated following review by Bellarmine staff. Phone and email updates will take place immediately.*

6. To delete an email or phone number, click on the X symbol to the right of the email or phone number you wish to delete. *Note: addresses cannot be deleted this way.*

7. For any corrections or deletions that cannot be processed online, please contact the Registrar's Office directly at registrar@bellarmine.edu.