

# Updating Your Address/Email/Phone Number

**one.bellarmino.edu**

1. On your Student Dashboard, click the Self-Service button to go to the Self-Service main menu page.
2. Click on your username, then select User Profile.
3. 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.*

4. 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.*

For any corrections or deletions that cannot be processed online, please contact the Registrar's Office directly at [registrar@bellarmine.edu](mailto:registrar@bellarmine.edu).