Using the Personal Information Menu in Bear Tracks
In this topic you will learn how to use the personal information menu in Bear Tracks.
Step 1

You will begin by navigating to Personal Information > Demographic Information

Click the **Personal Information** link.
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Step 2
Click the Demographic Information link.
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Step 3

This is the **Demographic Information** page.

Use the **Demographic Information** page to view your personal information.

On this page you can see your student ID number, gender, date of birth, social insurance number (if it has been provided) and any citizenship information (if it has been provided).
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Step 4

To view your names information, you can use the **names** tab at the top of the page or the **Names** link in the left-hand navigation menu.

Click the **Names** link.
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Step 5

This is the **Names** page.

Use the **Names** page to view the official name that the university has for you on their administrative system. You can also add or edit your preferred name that is maintained in the system.

Your preferred name will only appear at the top of Bear Tracks and will not be used for any official communications.
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Step 6

To edit your preferred name, Click the **Edit** button.
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Step 7

This is the **Change Name** page.

Use the **Change Name** page to edit your preferred first and middle name.
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Step 8

To edit your preferred first name to be "Bear Tracks",
Click in the **First Name** field.
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**Step 9**

Press **[Backspace]**.
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**Step 10**

To save your changes, Click the **Save** button.
Step 11

Once you click **Save** on the **Change Name** page, you will be returned to the **Names** page.

**Note:** Your new preferred name will appear at the top of the page.
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Step 12

To view your address information, you can use the **addresses** tab at the top of the page or the **Addresses** link in the left-hand navigation menu.

Click the **Addresses** link.
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Step 13

This is the **Addresses** page.

Use the **Addresses** page to view or edit an existing correspondence address.
Step 14

In this example, you will edit your existing correspondence address.

Click the **Edit** button.
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Step 15

This is the **Edit Address** page.

Use the **Edit Address** page to make changes to your existing correspondence address.
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Step 19

To save your changes, Click the **OK** button.
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Step 20

This is the **Change Address** page.

Use the **Change Address** page to confirm that the address information that you have entered is correct and to enter an effective date, should your address change be effective at a date in the future.
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Step 21

In this example, your address change will be effective March 31, 2011.

Click the **Choose a date (Alt+5)** button.
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Step 22

Click the 31 link.
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Step 23

To submit your changes, Click the **Save** button.
Step 24

Once you submit your changes, you will be returned to the **Addresses** page.

If the save was successful, you will see a **The save was successful** message at the top of the page.
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**Step 25**

To scroll down to see your future-dated address change,  
Click the **down** scrollbar.
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Step 26

To view your phone number information, you can use the phone numbers tab at the top of the page or the Phone Numbers link in the left-hand navigation menu.

Click the Phone Numbers link.
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Step 27

This is the **Phone Numbers** page.

Use the **Phone Numbers** page to view, edit, add or delete phone number information.
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**Step 28**

In this example, you will add a new phone number.

Click the **Add a Phone Number** button.
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Step 29

Select a phone number type to add.

Click the **Phone Type** list.
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Step 30

In this example, you will add a Mobile phone number.

Click the Mobile list item.
Step 31

To enter the corresponding telephone number,
Click in the **Telephone** field.
Step 32

Enter the desired information into the **Telephone** field.
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Step 33

To save the telephone number information that you just added,
Click the **Save** button.
Step 34

To view email address information, you can use the **email addresses** tab at the top of the page or the **Email Addresses** link in the left-hand navigation menu.

Click the **Email Addresses** link.
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Step 35

This is the **Email Addresses** page.

Use the **Email Addresses** page to view, edit, add or delete email address information.

If you have a **University-Provided** email address, it will also appear on this page, but will not be available for editing or deletion.
Step 36

In this example, you will delete an existing email address.

Click the **Delete** button.
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Step 37

Now you will enter a new email address.

Click the **Add an Email Address** button.
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Step 38

Select an email address type to add.

Click the **Email Type** list.
In this example, you will add a **Work** email address.

Click the **Work** list item.
Step 40

To enter the corresponding email address information, Click in the Email Address field.
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Step 41

Enter the desired information into the **Email Address** field.

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**Email Addresses**

Here is a list of your e-mail addresses.

With the exception of the University Provided e-mail address, you may edit, add or delete any e-mail address on this page.

The University Provided e-mail address is assigned by Academic Information and Communication Technologies (AICT). The University uses this e-mail address as the primary contact address for electronic communications. If you require information about this e-mail address, contact AICT directly.

To add an e-mail address, use the ‘Add an E-mail Address’ button. Select the E-mail Type from the drop down list and enter the address in the E-mail Address box.

Select the ‘Delete’ button beside the e-mail address to delete an e-mail address.

<table>
<thead>
<tr>
<th>E-mail Type</th>
<th>E-mail Address</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td><a href="mailto:ualuminate@email.ualberta.ca">ualuminate@email.ualberta.ca</a></td>
<td>Delete</td>
</tr>
<tr>
<td>Work</td>
<td><a href="mailto:ualuminate@email.ualberta.ca">ualuminate@email.ualberta.ca</a></td>
<td>Delete</td>
</tr>
</tbody>
</table>

**ADD AN E-MAIL ADDRESS**

Make sure you save the changes before leaving this page.

Save

* Required Field
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Step 42

To save the email address information that you just added, Click the **Save** button.
To view emergency contacts information, you can use the `emergency contacts` tab at the top of the page or the `Emergency Contacts` link in the left-hand navigation menu.

Click the `Emergency Contacts` link.
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Step 44

This is the **Emergency Contacts** page.

Use the **Emergency Contacts** page to view, edit, add or delete emergency contact information.
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Step 45

In this example, you will add a new emergency contact.

Click the **Add an Emergency Contact** button.
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Step 46

This is the **Emergency Contact Detail** page.

Use the **Emergency Contact Detail** page to add or edit emergency contact information.
Step 47

Use the **Contact Name** field to enter the emergency contact person's name.

Enter the desired information into the **Contact Name** field.
Step 48

You must select your relationship with the contact person in order to save the emergency contact information.

Click the **Relationship** list.
Step 49

In this example, the contact person is your father.

Click the Parent list item.
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Step 50

If the contact person has the same post address as you, you can select the **Same Address as Individual** check box.

If they do not have the same post address as you, you can enter their post address by selecting the **edit address** link.

Click the **Same Address as Individual** option.
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Step 51

If the contact person has the same phone number as you, you can select the Same Phone as Individual check box.

If they do not have the same phone number as you, you can enter their phone number information into the Phone and Extension fields.

Click the Same Phone as Individual option.
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Step 52

To find the **Save** button, Click the **down** scrollbar.
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Step 53

To save your emergency contact information, Click the **Save** button.
Step 54

Once you have saved your emergency contact information, you will be returned to the **Emergency Contacts** page.
Congratulations! You have now learned how to use the Personal Information menu in Bear Tracks.

End of Procedure.