How to change your biographical and demographic information via SCOTS.

1. Enter the My.edinboro.edu portal
2. Click on the SCOTS (blue) icon

![SCOTS Icon]

3. Click on the My Profile Link

![My Profile Link]

4. Choose the Personal Information button/link to view your active account information.

![Personal Information]

5. Depending on which items you would like to update choose the edit or add new options within the specific block. See below for specific instructions.
How to enter a Preferred First Name, Personal Pronoun or Gender Identification:

1. To enter/edit your preferred first name, personal pronoun, gender identification information click the edit link and choose your options from the specific drop down menu’s

2. Once your updates are made click update to save your changes. Please note, at this time technology does not permit these changes to be reflected on the class roster or advisor – advisee listings. This option will be available shortly.
**HOW TO UPDATE PERSONAL EMAIL ADDRESSES:**

1. To update your personal email address click on the (edit button) under the address you would like to update. If you want to remove the address click on the trash button. If you would like to add an alternative address click the add new link in the Email block.

2. To add a new email address:

3. To edit a current address, click on the edit link below the address
HOW TO CHANGE/UPDATE YOUR ADDRESSES:

1. To edit an existing address click on the symbol below the address you wish to update.
2. Update the Valid Until This Date field to yesterday’s date.
3. Click Add at the bottom of the page and follow the steps below to add a new address.

TO ADD A NEW ADDRESS:

1. From the address screen click Add New:
2. From the Type of Address to Enter dropdown, choose Permanent.
3. Update the Valid From This Date field to today’s date.
4. Enter your most accurate current address.
5. Click Add at the bottom of the page.