

## Check-in Procedure

Students are required to provide an emergency phone number for themselves (self), and an emergency contact telephone number. YC students cannot seal their schedule worksheet if they live off campus and do not include an undergraduate off campus address.

# Yale University Student Information System

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EXIT

## Term Data Update



Each term Yale students are required to review their data for accuracy. **Students in Yale College and the Graduate School of Arts and Sciences will be able to access and select courses only after having certified the accuracy of their data.**

After you have reviewed and corrected the data, please go to the **Certification box** at the end and click on the **Certify and Continue** button.

If there is an update link in any of the categories below, you may click on it to make corrections. If there is no link, please notify the appropriate office of your data changes. To return to this page after updating and **saving** your data, click on a Student Data Update Display Page link at the bottom of a page or use the back button on your browser.

[Emergency Contact](#) [Academic Program](#) [Addresses](#) [Personal Information](#) **[Certification](#)**

\* **You have NOT completed the Data Update.** After you have checked and updated your data, scroll to the end or click on the **Certification** link above to complete the data update procedure.

**JANE R. SMITH** U.S. Social Security Number: 123-45-6799 **SID:** 904810286

If your name or U.S. social security number is not correct, please notify your School Registrar.

### EMERGENCY CONTACT

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#### Self

Jane Smith

Cell 203 4612358

Click [here](#) to update your Emergency Contacts.

**Parent's Email:** N/A

Click [here](#) to update your parent's email address.

**Emergency Phone Information:** 203 4612358

Click [here](#) to indicate the phone number that should be used to call **YOU** in an emergency. (Your emergency phone number).

Students are required to check the certification check box and click “Certify and Continue”.

### CERTIFICATION

[-Top-](#)

I certify that I have checked the data shown above and that all of the information is correct or I have notified the appropriate office, when applicable, to request that my information be updated.

Certify and Continue

Students may receive the following error message indicating they have not completed the **Data Update**. At least one emergency contact must be specified other than “Self” and one phone number.

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### Term Data Update Certification

 **You have NOT completed the Data Update.**

At least one emergency contact must be specified other than "Self" with 1 phone number. Click [here](#) to select/enter an emergency contact.


Students can use the “Click [here](#)” link to add an emergency contact and phone number. The “Click [here](#)” link will take students to an “Update Emergency Contacts” form.

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EXIT

### Update Emergency Contacts - Select Contact

 Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. To add a new contact, click New Contact.

#### Emergency Contacts

Order	Name	Address and Phone	Relationship
1	<a href="#">Jane R. Smith</a>	Cell 203 4612358	Self
2	<a href="#">New Contact</a>		

[ [View Emergency Contacts](#) | [Student Data Update Display Page](#) ]


Fill in the “Update Emergency Contacts” form and click Submit Changes. Be sure to include a telephone number(s) identifying priority 1-3. The emergency contacts are now updated.

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 Your current emergency contact information is listed below. To update a contact, click the name of the contact you wish to update. To add a new contact, click New Contact.

#### Emergency Contacts

Order	Name	Address and Phone	Relationship
1	<a href="#">Jane R. Smith</a>	Cell 203 4612358	Self
2	<a href="#">Thomas A. Smith</a>	10 Church St. New Haven, CT 06520 United States of America Cell 203 4327894	Father
3	<a href="#">New Contact</a>		

[ [View Emergency Contacts](#) | [Student Data Update Display Page](#) ]

To complete Check-in students should navigate to the Student Data Update Display Page, check the certification checkbox and click “Certify and Continue”.