How to change and view your personal information in MySlice

Are you looking to change or view your personal and biographic information, contact details, addresses, emergency contacts, ethnicity, citizenship, military status, missing person contacts, Orange Alert contacts, and relationships? Follow the instructions below.

1. Log into MySlice
   - Log into MySlice with your NETID and password.
2. Select the “Personal Profile” tile.

### General Information

Personal Profile landing page information and layout
Personal Profile Banner
The Profile banner provides access to system-delivered standard buttons.

<table>
<thead>
<tr>
<th>ICON</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home Icon" /></td>
<td>Use the Home button to return to MySlice.</td>
</tr>
<tr>
<td><img src="image" alt="Home Icon" /></td>
<td>Use the Home button to return to MySlice.</td>
</tr>
<tr>
<td><img src="image" alt="Search Icon" /></td>
<td>Use the Search button to perform searches.</td>
</tr>
</tbody>
</table>
Personal Profile Navigation Collection

Navigation collections are sets of links that allow you quick access to Personal Profile pages.

Note: Faculty and Staff do not have Missing Person Contacts or Relationships in their navigation collection.
Personal Profile Page(s)

The page display area for the link you selected on the navigation collection.

Page Components

1. Page Tabs
   Personal Profile pages may contain tabs at the top for different pages within a navigation collection. The current page tab is highlighted green. In the example below the user is on the Personal tab of the page.

   ![Page Tabs Example](image)

2. Information Button(s)
   Personal Profile pages contain information buttons to provide additional information. In the example below when you click on the information button, additional information on Name types will display.

   ![Information Button Example](image)

3. Plus Sign(s)
   Click on the plus [+ ] sign(s) to add new information.

   ![Plus Sign Example](image)

4. Right Arrow(s)
   Click on the right arrow(s) [>] to view and/or update information.

   ![Right Arrow Example](image)
Personal Profile Pages

Personal Details - Personal page
Personal page contains name(s) information.

View Name
1. Click the right arrow [>] to view your Primary name.

Add Name
1. Click the plus sign [+] to enter a Preferred Name (display name).
2. Enter your Preferred Name information, required fields are represented with an asterisk [*], then click “Save.” Keep in mind the change can take up to 24 hours to propagate throughout various systems.
Personal Details - Biographic page
Biographic page contains demographic information.

1. Click the right arrow [>] to view or update demographic information.

Marital Status - View Details

Military Status - View Details
Religion - Edit Details
1. Click the right arrow [>] to select your Religion from the dropdown list, then click “Save.”

Sex Designation - View Details

Pronouns - Edit Details
1. Click the right arrow [>] to select your Pronouns from dropdown list, then click “Save.”
Contact Details page
Contact Details page contains email, phone number and orange alert private phone information.

View Email
1. Click the right arrow [>] to view your Campus email.

Add Email
1. Click the plus sign [+] to enter a Home email address at which to receive messages from Orange Alert system.
2. Enter your Home email address, required fields are represented with an asterisk [*], then click “Save.”
**Edit Phone**

1. Click the right arrow [>] to view or update your phone number(s).
2. If you update your phone information, required fields are represented with an asterisk [*], then click “Save.”

**Add Phone**

1. Click the plus sign [+] to enter another phone number type (ex: mobile).
2. Enter your phone number information, required fields are represented with an asterisk [*], then click “Save.”
Add Phone

1. Click the “Add Phone” button to add an Orange Alert Private phone number.
2. Enter your Orange Alert Private phone number information, required fields are represented with an asterisk [*], then click “Save.”
Addresses page
Addresses page contains address information.

**Edit Address**

1. Click the right arrow [>] to view or update your address.
2. If you update your address information, required fields are represented with an asterisk [*], then click “Save.”

**Note:** When entering State and/or Country, you need to spell out the full name or use the search button to select from a dropdown list. Ex: New York, not NY.
**Add Address**

1. Click the appropriate “Add ... Address” button for the address type you would like to add (ex: Business).
2. Enter your address information, required fields are represented with an asterisk [*], then click “Save.”

**Note:** When entering State and/or Country, you need to spell out the full name or use the search button to select from a dropdown list. Ex: New York, not NY.
Emergency Contacts page
Emergency Contacts page contains emergency contact(s) in case of an emergency.

Edit Contact
1. Click the right arrow [>] to view or update your Emergency Contact(s).
2. If you update your emergency contact information, required fields are represented with an asterisk [*], then click “Save.”
Add Contact

1. Click the plus sign [+ ] to add an Emergency Contact.
2. Enter emergency contact information, required fields are represented with an asterisk [*], then click “Save
Ethnicity - Ethnicity page
Ethnicity page contains Ethnicity information.

1. If you answer, “Yes” to “Are you Hispanic or Latino?” you are required to fill out additional ethnic details on the Background page.

Add Background

1. Select your ethnicity from the dropdown list, then click “Save.”
Add Background
1. If you are both Mexican-Amer, Mexican, Chicano [05] and Puerto Rican [04], you can select both by adding a Percentage. You can also indicate which one is your primary background, by clicking on the Primary checkbox.
2. Enter your first Ethnic Group, Percentage and Primary (if applicable), then click “Save.”

Edit Background
1. Click the right arrow [>] to add your second Group Ethnic Group, Percentage and Primary (if applicable), then click “Save.”
Citizenship page
Citizenship page is view only and displays Citizenship status information.

Military Status page
Military Status page contains self-reported Military service information.

1. If you answer “Yes” to any of the questions, additional questions will display and require an answer.
2. Answer all questions, then click “Save.”
Military Status

Help Syracuse University become our nation’s leading institution for veterans. If you wish to indicate your military service, veteran or dependent status, please answer the questions that follow. Completing this survey provides a way for us to more fully understand the military status of students, faculty and staff and their dependents at Syracuse University, knowledge that helps the University better serve its veterans and their families. It is for internal purposes only and will not be shared. Syracuse University is an equal opportunity employer required to take affirmative action on behalf of protected veterans.

Are you a current or previous member of the United States Armed Forces, including Reserve and National Guard Forces?

Yes

Military Service Details

Please indicate all current and previous branches of service (select all current and previous branches that apply to you personally and not spouses or dependents):

- Army
- Air Force
- Coast Guard
- Marine Corps
- Navy
- Army Reserve
- Air Force Reserve
- Coast Guard Reserve
- Marine Corps Forces Reserve
- Navy Reserve
- Army National Guard
- Air National Guard

Start Date of Military Service (your exact or estimated first date of military service in any branch):

Are you currently on Active Duty or currently serving in the Reserve or National Guard Forces?

No

Veteran Status

Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans, (2) recently separated veterans, (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.

- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval, or air service.

- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- An “Armed Forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12685.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.
Note: Information entered on the Military Status page updates your Military Status on the Personal Details - Biographic page.

**Personal Details - Biographic page**
Missing Person Contacts page
Missing Person Contacts page contains required missing student contact(s) and Emancipated Minor information.

**Note**: Faculty and Staff do not have Missing Person Contacts page.

1. To declare yourself as an emancipated minor, click on the “No” button and it will change to “Yes.”

Add Contact

1. Click the “Add Contact” button to add or update your Missing Person Contact information.
2. Enter the Missing Person Contact information, required fields are represented with an asterisk [*], then click “Save.”
Orange Alert Contacts page

Orange Alert Contacts page contains information about the device types and contact information that will be used to alert you in the event of a critical incident that requires activation of Syracuse University’s Orange Alert crisis notification system.

1. Select the “Add/Update/Delete Contact Details” link to add, update, or delete your Orange Alert Contacts information.

2. Update your contact information as described in the Contact Details page section of this document.
Relationships page

Relationships page contains parent information for parents.

- Parent One designation is for parents who live together at a single address. If your parents do not live together, enter the one who lives with you.
- Parent Two designation is for the non-resident parent. Enter the parent who does not live with you or Parent 1.

Note: Faculty and Staff do not have Relationships page.

Add Relationship

1. Click the “Add Relationship” button to add a relationship.
2. Enter relationship information, required fields are represented with an asterisk [*], then click “Save.”
Edit Relationship

1. Click either Parent One or Parent Two to view and/or update their relationship information.
2. If you update relationship information, require fields are represented with an asterisk [*], then click “Save.”