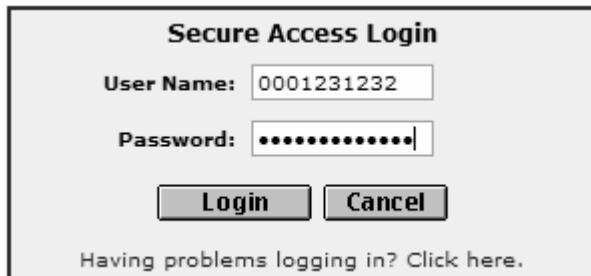


Updating Your Personal Information in MyDUSIS

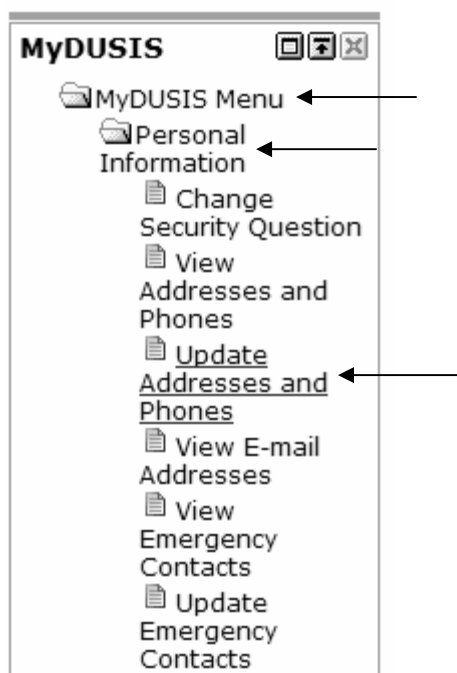
Drake Office of Environmental Health and Safety

- 1) Log into BlueView at <http://blueview.drake.edu>.



A screenshot of a 'Secure Access Login' form. It features two input fields: 'User Name' with the value '0001231232' and 'Password' with masked characters. Below the fields are 'Login' and 'Cancel' buttons. At the bottom, there is a link: 'Having problems logging in? Click here.'

- 2) On the *Home* tab, select *MyDUSIS* menu, then *Personal Information*, then *Update Addresses and Phones*.



- 3) You will see a section called *Addresses and Phones*. Click on *Primary* next to your address.

Addresses and Phones

Mailing

Current: May 04, 2005 to (No end date)

[Redacted]
United States of America

Phones

Primary: 414-[Redacted]



4) On the next screen you will see several fields. Of interest are the *Area Code* and *Phone Number*. Please make sure these are set to a current number which you can be reached at directly, such as a cell phone or apartment phone, not your parent's house! You will receive a voice message at this number in the event of an emergency.

Area Code:

Phone Number:

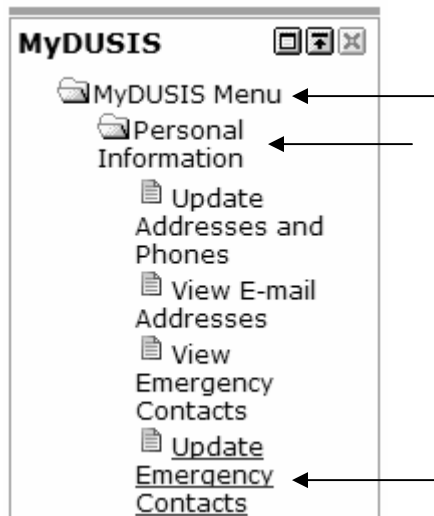
5) If you scroll down on this page, you will see several fields for entering additional phone numbers. If you select *Cell for voice or text*, you will receive a text message containing important information in the event of an emergency. Click *Submit* when done.

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number
Cell for voice or text	515	515-2525		
Select				
Select				
Select				
Select				

6) Click *Back to Home Tab*



7) On the *Home* tab, select *MyDUSIS* menu, then *Personal Information*, then *Update Emergency Contacts*.



- 8) Ensure that the name and phone number of the person listed is correct. Please update this information and add additional people if needed. This is the phone number of someone who will be contacted if you are injured, ill, or another situation requires someone to be contacted.

Emergency Contacts

Order Name	Address and Phone	Relationship
1	[REDACTED] United States of America 41 [REDACTED]	[REDACTED]
2	New Contact	

Remove Contact:

Order:

Relationship:

First Name:

Middle Initial:

Last Name:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip or Postal Code:

Country:

Area Code: Phone Number: Extension:

- 9) Thank you for updating your information. Hopefully we will never have to use it, but it is good to be prepared.

