

Ranger Portal Personal Data Update

Address updates are still done via WebAdvisor. Students can update phone and email addresses in the Ranger Portal.

1. Access [Ranger Portal](#) using any internet browser.
2. Students will need to sign in to their Ranger Portal using their User ID and Password, then click Sign In.

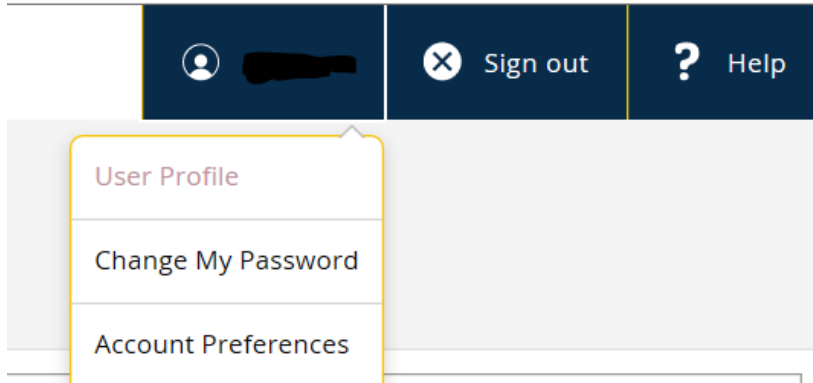
Sign In

User name

Password

Sign In

3. Once logged in, the student will need to Click on their User ID in the top right side next to the “Sign Out” button, and select the “User Profile” option:



4. Students can **Confirm** their address, phone, and email address through the User Profile page. **ONLY** the phone number, and email address can be **added**. (Note: The RegisNet email cannot be modified, nor can their primary phone number be modified, only added).
 - a. Email Addition – click on the “Add New Email” option, and a pop up screen will generate. Students can add the new data and click “Add Email”.

Email Addresses

Financial Information

i Last Confirmed On:
Click to confirm that the email(s) below is accurate as of today. Confirm

+ Add New Email

Ranger Portal Personal Data Update

Enter Email Details ✕

Email Address *

Type

Cancel Add Email

- a. Phone Number Addition – click on the “Add New Email” option, and a pop up screen will generate. Students can add the new data and click “Add Email”.

Phone Numbers

i Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Enter Phone Details ✕

Phone Number *

Extension

Type

Cancel Add Phone