



TEXAS SOUTHERN UNIVERSITY

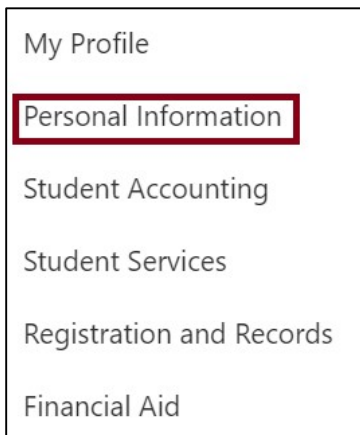
My Academics ***Student User Guide***

How to View and Update Personal Information

1. Navigate to MyTSU portal landing page click, '**Student**'



2. Choose "**Personal Information**"



Biographic, demographic, and personal information will appear.

The screenshot shows a user profile for Tommy Tiger. The profile includes a profile picture of a tiger mascot, the name 'Tommy Tiger', and an ID number 'TXXXXXXX'. Contact information includes an email address 'tiger1234@student.tsu.edu', a physical address '3100 Cleburne St, Houston, TX 77004', and a phone number '713-313-7011'. The 'Personal Details' section lists: First Name (Tommy), Middle Name, Last Name (Tiger), Date of Birth (02/07/19XX), Marital Status (Single), Preferred First Name, Personal Pronoun, Legal Sex (Male), and Gender Identification. The 'Email' section lists: TSU Official Email (Preferred) 'tiger1234@student.tsu.edu', Address from first FAFSA 'tommy.tiger@email.com', and Emergency Contact Email 'tommy.tiger@email.com' (Uploaded by SSD Axiom). There are also icons for 'Personal' and 'Delete'.

Key:

Icon	Defination	Icon	Defination
	Email		Edit
	Address		Add New
	Phone Number		Delete

Contact a representative in the Office of the University Registrar for more information.

Phone: (713) 313-4327
 Fax: (713) 313-1878
 Email: registrar@tsu.edu

Technical support is available 24/7 by emailing IT Service Center:
itservicecenter@tsu.edu or submitting a case: **http://itservicecenter.tsu.edu**

As always, we appreciate your support as we continue to improve the tools that ensure
 “Excellence in Achievement.”

GET IT HELP
 The IT Service Center is open 24/7/365 for your convenience. To report an IT problem, go to: itservicecenter.tsu.edu
 To request assistance, Email: ITServiceCenter@tsu.edu
 Self-Service: <http://ITServiceCenter.tsu.edu>
 Call: 713-313-4357 or 713-313-HELP