



Update Your Personal Information

Stephanie Obodda - 2021-08-24 - Comments (0) - Brown Account

Keeping basic information like your personal email address or phone number updated at Brown is important for a variety of reasons. One of the most important of these is the ability to perform password resets on your own, preventing you from being locked out of your Brown account. Please see the chart below for the right place to update your information.

Brown Community Member	System of Record /Instructions	Office Responsible for Record
Undergraduate students Graduate students Medical students	Enter your cell phone number in Banner, on the Personal Information tab: https://selfservice.brown.edu/ Email addresses can only be updated by emailing registrar@brown.edu	Registrar@brown.edu 401-863-2500
Faculty Staff	Enter your contact information in Workday https://www.brown.edu/go/workday In Workday, select Personal Information -> Change Contact Information -> Click the Edit button -> Add your non-Brown phone and/or email address under the Home Contact Information section . For more information on how to update your personal information in Workday please review this video .	hrservicecenter@brown.edu 401-863-5200
Affiliated personnel	Sponsored IDs like temporary workers and community affiliates should work with their sponsor to update their information, or email the card office at brown-card-office@brown.edu .	Brown-Card-Office@brown.edu 401-863-2273

Alumni

Log into the MyBrown site at brown.edu/go/alumniprofile and update your personal contact information. You may also email alumni_records@brown.edu.

alumni_records@brown.edu

Changes will be in a pending state for at least 48 hours before the database is updated.

Faculty and staff can also update the office hours, personal cell, or website listed in the Brown directory at myaccount.brown.edu.

Related Content

- [Enter a Mobile Number for Emergency Notifications and Password Resets](#)

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