



Update Your Personal Information

Stephanie Obodda - 2025-08-11 - 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 the Personal Information app from the main menu. Then, select "Contact Information" from the "Change" column on the left. Finally, click the "Edit" button to add or change your non-Brown phone and/or email address under the Home Contact Information section . Remember to click "Submit" to save your changes. 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
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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
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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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