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## Updating personal, home, and/or work information in MyBrown

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Some **personal information** can be changed by you. If you wish to add or change an image of yourself, personal information, spouse/partner information, children information, activities while at Brown, and other contact information, you should:

- Visit [my.brown.edu](https://my.brown.edu) and click “Log in” at the top right corner and log in using your Brown username and password
- - \*Note: If you do not remember your Brown username and/or password, please see [this](#) article
- Click on your name on the top right of the page and click “My Profile”
- You can begin editing information as you see fit
- - Use the categories of your Profile on the left to guide you to the changes that you would like to make
- \*NOTE: Please keep in mind that it takes 24 hours for your new information to show up as completely updated

Some information cannot be changed directly or removed by you. This includes your **personal email on file and work history** (you can add but not remove or change)

- This information needs to be changed by Alumni Records
- You can call the IT Service Center during their business hours for assistance in updating your information. As long as they are able to verify your identity over the phone, chat, or e-mail they can ask Alumni Records to update or change the information which can take 1 - 2 business days to take effect.