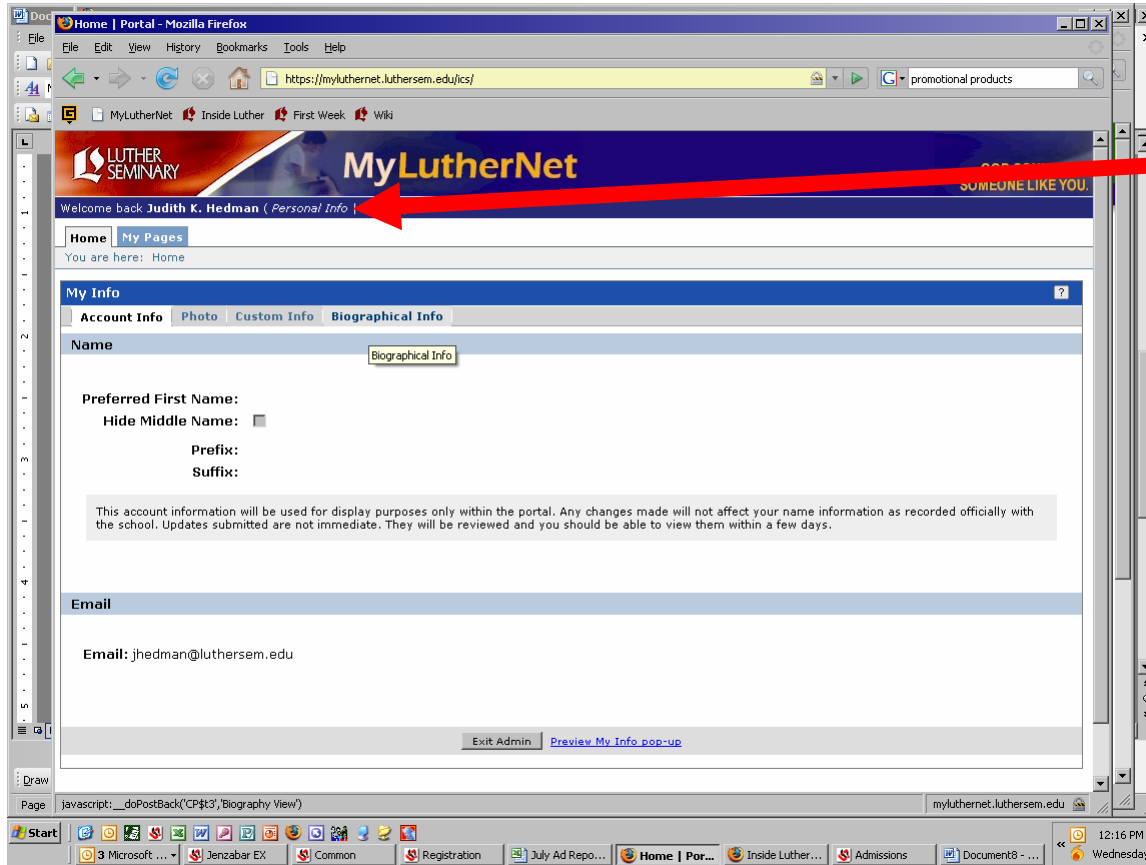
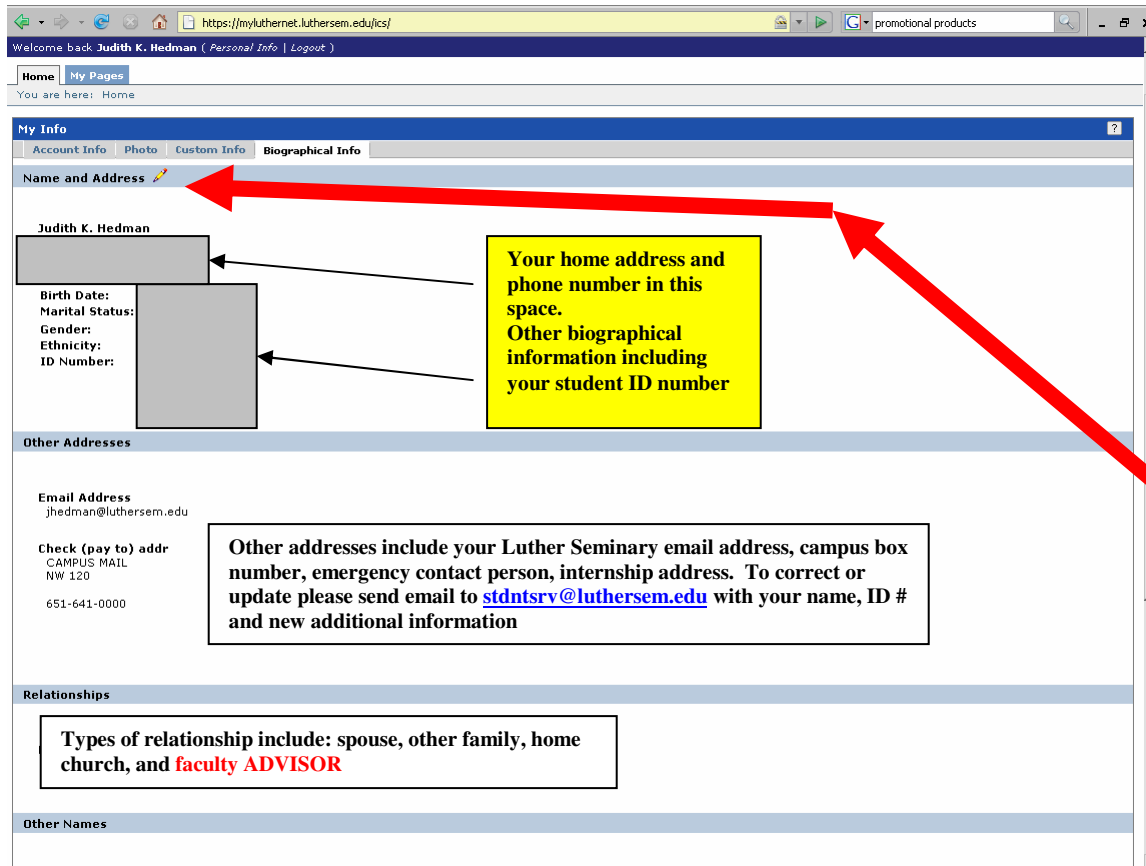


Log into MyLutherNet



Click on *Personal Info* link and then the “Biographical Info” folder tab



You home address, phone and some biographical data are displayed. CHECK FOR ACCURACY

If changes are needed, click on the pencil icon.

The screenshot shows a web browser window with the URL <https://myluther.net.luthersem.edu/ics/>. The page displays a user profile update form. The form fields are as follows:

- Name (First, Middle/Initial, Last): [Redacted]
- Hide Middle Name:
- Email Address: jhedman@luthersem.edu
- Nickname: [Redacted]
- Address: [Redacted]
- City, State, Zip: [Redacted]
- Country: [Redacted]
- County: [Redacted]
- Locality: [Redacted]
- Phone: 0 (555) 555-5555 Ext: [Redacted]
- Birth Date: [Redacted] mmm/dd/yyyy
- Marital Status: [Redacted]
- Gender: [Redacted]
- Ethnicity: [Redacted]

At the bottom of the form, there is a message: "Updates submitted are not immediate. They will be reviewed and you should be able to view them within a few days." Below this message are "Submit" and "Cancel" buttons. At the very bottom of the browser window, there are links for "Exit Admin" and "Preview My Info pop-up".

You may change or update every field *except*

- Name
- Email address
- Locality

Click “submit button” and your update will be sent. The changes are **NOT** immediate – can take as much as 1 day.

Birth date, marital statuses, gender and ethnicity are optional but useful for analyzing trends, planning, statistical reporting, etc. This information is **NEVER** shared in a way that identifies the data with a specific individual.

**Please read the Family Educational Rights and Privacy Act (FERPA) posted on Luther Seminary’s web site about the data considered “directory information”. Students may refuse disclosure of directory information by informing the Office of the Registrar in writing. <http://www.luthersem.edu/registrar/ferpa.asp>**