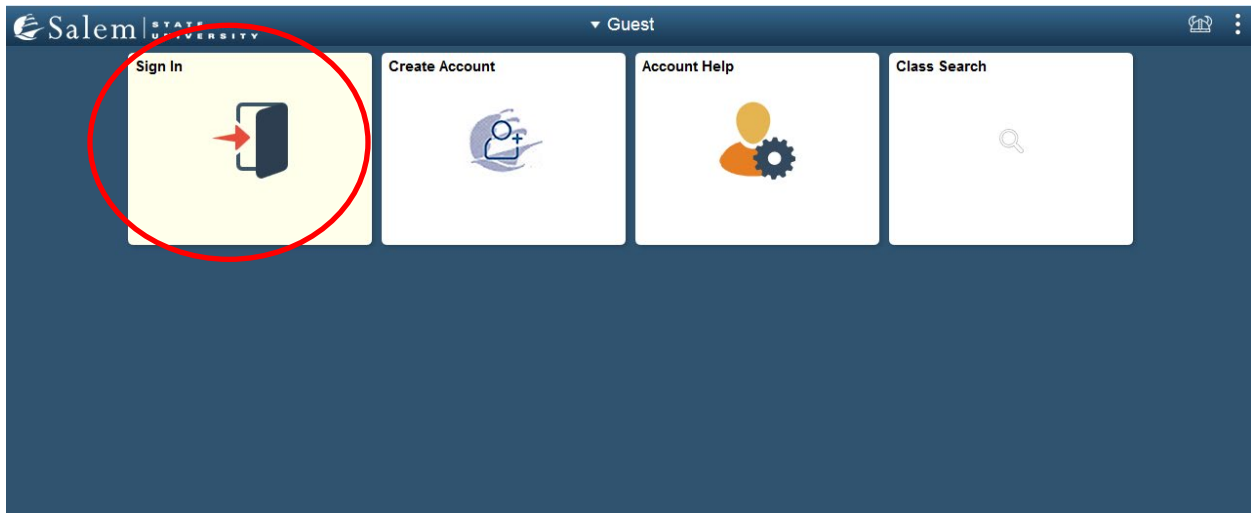


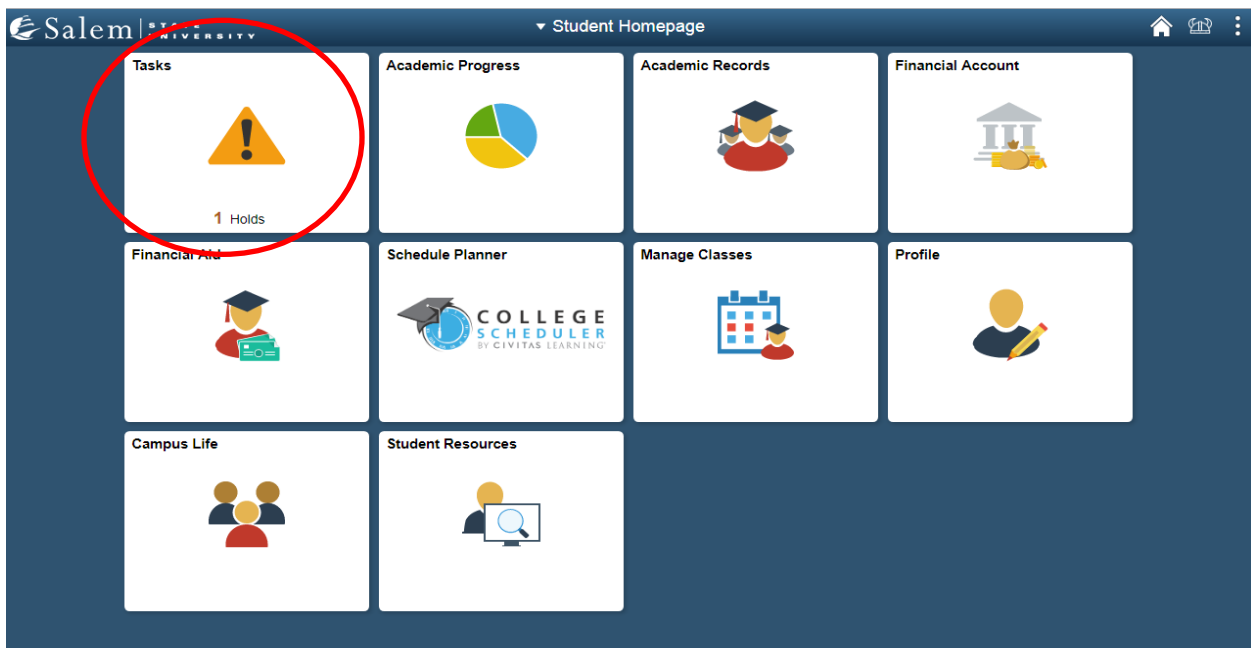
Student Navigation Center

How to: Complete “Information Review and Complete” task item

1. Log into Navigator.



2. Once at the Student Homepage, click on “Tasks”.



3. Your To Do List can be accessed by clicking on “To Do List” in the menu bar. However, the page should default to your To Do List. Once there, you will click on “Address Phone Email Emergency Verification” in the chart listed under Task.

The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow, the text 'Address Phone Email Emergenc...', the title 'Tasks', and icons for home, refresh, and a menu. Below the navigation bar is a sidebar menu with three items: 'To Do List' (with a clipboard icon and a circled '1'), 'Holds' (with a red prohibition sign and a circled '2'), and 'Completed Agreements' (with a green checkmark icon). The main content area is titled 'To Do List' and shows a table with one row. The table has columns for 'Task', 'Due Date', and 'Status'. The row contains the text 'Address Phone Email Emergency Verification' and 'In Progress'. A red arrow points from the 'To Do List' menu item to the table, and another red arrow points from the table row to the 'Next' button in the next screenshot.

Task	Due Date	Status
Address Phone Email Emergency Verification		In Progress

4. Read the information provided in Step 1 of 5 on your address, telephone, personal email address, and emergency contact information verification. Then, click “Next”.

The screenshot shows a mobile application interface for 'Address Phone Email Emergency Verification'. At the top, there is a navigation bar with an 'Exit' button, the title 'Address Phone Email Emergency Verification', and a 'Next' button (circled in red). Below the navigation bar is a progress indicator with five steps: '1 Introduction Visited' (with a green checkmark and a red arrow pointing to the main content), '2 Contact Details In Progress', '3 Addresses Not Started', '4 Emergency Contacts Not Started', and '5 Complete Task Not Started'. The main content area is titled 'Step 1 of 5: Introduction' and contains text about the verification process. The text includes sections for 'Address and Telephone Verification', 'Personal Email Address', and 'Emergency Contact Information'. A red arrow points from the 'Next' button in the navigation bar to the 'Next' button in the main content area.

Step 1 of 5: Introduction

Each year Salem State asks that you review your basic contact information and update any information that has changed. We do this so that you don't miss important materials that we may mail to your permanent address such as transcripts, diplomas, refund checks or other important documents. Keeping your telephone and personal email address up to date ensures that we can reach you with important information. Making sure your emergency contact information is up to date ensures we can reach the best person on your behalf in the case of an emergency.

Until you have reviewed your information, you will be unable to register during the next registration cycle. As soon as you have completed this activity the registration hold will be removed from your account.

Address and Telephone Verification

Please review your address and telephone information and make any corrections. It is important to remember that all emergency notifications and alerts from Salem State are sent to your telephone number that is designated as mobile. This includes closings and any emergency events affecting the campus. Occasionally Salem State may also send important messages impacting your progress to this number.

Personal Email Address

Please review and update your personal email address. We request this information so that we have an alternative way to reach you.

Emergency Contact Information

In the event of a health or safety emergency in which you are personally involved, the University may need to contact someone close to you. You may list a parent, family member, spouse, or other trusted individual as your emergency contact. In addition, if you live on campus, this will also be the person contacted should you be reported as missing. Please review your information and make any corrections and/or updates.

Click "Next" above to continue.

5. Review/ Edit your contact details within Step 2 of 5.

To add an email, please see steps 6-7. To add a phone number, please see steps 8-9.

6. Email: Under the “Email” heading please click on the “+” button.

The screenshot shows a web application interface for 'Address Phone Email Emergency Verification'. The top navigation bar includes an 'Exit' button, the title 'Address Phone Email Emergency Verification', a 'Previous' button, and a menu icon. The main content area is titled 'Step 2 of 5: Contact Details' and features a 'Confirm' button. On the left, a sidebar lists five steps: 1. Introduction (Visited), 2. Contact Details (In Progress), 3. Addresses (Not Started), 4. Emergency Contacts (Not Started), and 5. Complete Task (Not Started). Under the 'Email' heading, a red circle highlights a '+' button. Below it is a table with columns 'Email', 'Type', and 'Preferred'. The table contains one entry: 'pstest@salemstate.edu', 'Campus', and a checked checkbox. Under the 'Phone' heading, it states 'No phone numbers are defined.' and includes an 'Add Phone' button.

7. In the pop-up window, select your email type in the drop-down menu next to *Type. Then type in your email in the box provided next to *Email. You may select the check box if this is your preferred email. Then, click “Save”.

The screenshot shows a pop-up window titled 'Add Email'. It has a 'Cancel' button on the left and a 'Save' button on the right, which is circled in red. The form contains three fields: a dropdown menu for '*Type', a text input field for '*Email', and a checkbox for 'Preferred'. Red arrows point to each of these three fields.

8. Phone: Under the “Phone” heading, click on “Add Phone”.

0910012

1 Introduction
Visited

2 Contact Details
In Progress

3 Addresses
Not Started

4 Emergency Contacts
Not Started

5 Complete Task
Not Started

Step 2 of 5: Contact Details

Confirm

Email

+

Email	Type	Preferred	
pstest@salemstate.edu	Campus	<input checked="" type="checkbox"/>	>
salemstatestudent@salemstate.edu	Home	<input type="checkbox"/>	>

Phone

No phone numbers are defined.

Add Phone

9. In the pop-up window, select the phone type in the drop-down menu next to *Type. Fill in the Country Code (if the number is out of country). Provide the phone number, and extension if necessary. Check the box next to “Preferred” if this is your preferred number. Then, click “Save”.

Cancel **Add Phone** Save

*Type

Country Code

*Phone Number

Extension

Preferred

10. To complete step 2 of 5, click “Confirm”.

0910012

Address Phone Email Emergency Verification

← Previous

1 Introduction Visited

2 Contact Details In Progress

3 Addresses Not Started

4 Emergency Contacts Not Started

5 Complete Task Not Started

Step 2 of 5: Contact Details

Email

+

Email	Type	Preferred	
pstest@salemstate.edu	Campus	✓	>
salemstatestudent@salemstate.edu	Home		>

Phone

No phone numbers are defined.

Add Phone

Confirm

11. Click “Next” to continue to step 3 of 5.

0910012

Address Phone Email Emergency Verification

← Previous Next >

1 Introduction Visited

2 Contact Details Complete

3 Addresses In Progress

4 Emergency Contacts Not Started

5 Complete Task Not Started

Step 2 of 5: Contact Details

Email

+

Email	Type	Preferred	
pstest@salemstate.edu	Campus	✓	>
salemstatestudent@salemstate.edu	Home		>

Phone

No phone numbers are defined.

Add Phone

Confirm

12. Review/ Edit your addresses within Step 3 of 5. To add a home/ permanent address, click on the “+” button under the respective address types.

0910012

Address Phone Email Emergency Verification

1 Introduction Visited

2 Contact Details Complete

3 Addresses Complete

4 Emergency Contacts In Progress

5 Complete Task Not Started

Step 3 of 5: Addresses

Confirm

Home Address

Address	From
352 Lafayette Street Salem MA	Current >

Campus Address

No address defined

Permanent Address

Address	From
1 Loring Avenue Salem MA	Current >

13. Fill out the address form (please see the red arrows below for the required input values) and then click “Save”.

Note: When filling in the state, you must click on the search icon to select the state for the state to be validated.

Cancel Add Address Save

Type Home

*From 05/21/2019 Copy From

*Country United States

*Address 1

Address 2

Address 3

City

State

Postal

County

14. If you input/ edited any information, please click “Confirm”. Then, click “Next” to continue to Step 4 of 5.

0910012

1 Introduction
Visited

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
In Progress

5 Complete Task
Not Started

Step 3 of 5: Addresses

Home Address

+

Address	From
352 Lafayette Street Salem MA	Current >

Campus Address

No address defined

Permanent Address

+

Address	From
1 Loring Avenue Salem MA	Current >

Confirm

15. Within Step 4 of 5, to add an emergency contact, click on “Add Contact”.

0910012

1 Introduction
Visited

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
In Progress

5 Complete Task
Not Started

Step 4 of 5: Emergency Contacts

No contacts defined.

Add Contact

Confirm

16. In the pop-up window, enter the emergency contact's name, relationship to you, and phone number. Then, click "Save".

Cancel Add Contact Save

Name

Relationship Other

Preferred

Primary Phone Number

Country Code

Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

17. To complete Step 4 of 5, click "Confirm" and then "Next" to proceed to the last step.

Exit Address Phone Email Emergency Verification < Previous Next >

0910012

1 Introduction
Visited

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
Complete

5 Complete Task
Not Started

Step 4 of 5: Emergency Contacts

No contacts defined.

Add Contact

Confirm

18. Click "Submit" to complete the Information Review.

The screenshot shows a web application interface. At the top, there is a dark blue header bar with the text "Address Phone Email Emergency Verification" and a "Submit" button circled in red. Below the header, the ID "0910012" is displayed. On the left side, there is a vertical list of five steps: 1. Introduction (Visited), 2. Contact Details (Complete), 3. Addresses (Complete), 4. Emergency Contacts (Complete), and 5. Complete Task (In Progress). The "Complete Task" step is highlighted in green. The main content area on the right is titled "Step 5 of 5: Complete Task" and contains the instruction: "Click 'Submit' above to complete the activity guide and remove the hold."

Note: As soon as your information review and complete is submitted, it will immediately be removed as a hold/ to do list item.