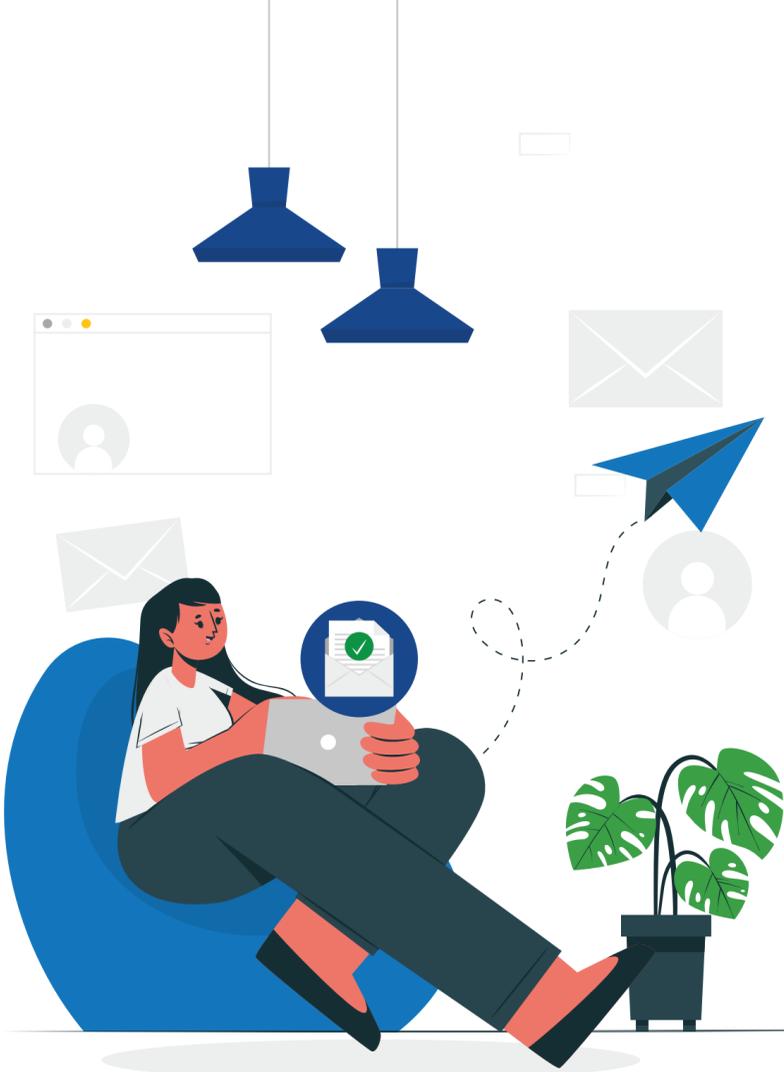


Update Your Contact Information:

1. > My LIT
2. > Self-Service Banner
3. > General
4. > Personal Information
5. > + Add New for each section that needs to be updated
6. > Update your information



Sign in with your username & password.

Click on the self-service banner drop down menu.

Choose the General option.

Click on Personal Information.

Use these buttons to update your information.

Important Update:

You MUST use certain phone types in your phone number information. Use the following steps to ensure you receive all communications in the event of a crisis:

- Choose the “Permanent Phone Number” for your personal number to receive calls
- Choose the “Campus Phone Number” for your office phone number to receive calls
- Choose the “Cell Phone” for your personal number to receive calls and texts. Please complete this, even if it is the same as your “Permanent Phone Number”
- Your “Official E-mail Address” is not updatable, it will always be your LIT email
- Choose “Personal Email Address” to receive emails

