

How to Update Your Student Planning & Advising (SPA) Profile Information

1. [Log into SPA](#)
2. Click on your username, then choose “User Profile.”

Address:

You can have one value for each address type:

- **Home:** Home/foreign country address where you live permanently, not where you live while attending SHU
- **Local:** Where you live while attending SHU if you do not live in the residence halls. Choose Yes for “Mail Pref” and “Pref Res.”

1. Click on “Add New Address.”
2. If you have no changes and everything is correct, click “Confirm.”

How can I change my address that is on file?

When changing your local address, click on the edit button (pencil icon) and update.

Email address:

1. This is where you can add a non-SHU email address. Your SHU email is already listed here as well.
2. If you would like to make any changes to your personal email address, you can click the edit button (pencil icon). Once updated, click “Update Email.”
3. If you have no changes and everything is correct, click “Confirm.”

Phone numbers:

1. Enter your U.S. cell phone number (example: xxx-xxx-xxxx). For type, choose “cell.”
2. To delete a phone number, click the “X” next to the pencil.
3. If you have no changes and everything is correct, click “Confirm.”

Example of a U.S. address and phone number:

5151 Park Avenue (number and street)
Fairfield, CT 06825 (town/state/zip code)
Cell: 203-371-7712

*If you are having trouble updating your information, reach out to International & Immigration Services at oiis@sacredheart.edu.