

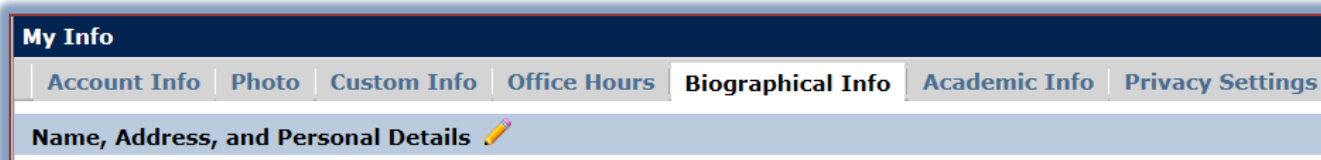
FACULTY- PERSONAL INFORMATION

This area of My Siena is used to view your personal information, such as your Biographical Information and your Academic Record. It is possible to specify which personal information to display on My Siena.

- ✦ Click the **Personal Info** link at the top of the **My Siena** page (see illustration below).



- ✦ The **My Info** page will display.
- ✦ Click the **Biographical Info** tab.



- ✦ Review the information on this page.
- ✦ To make changes to the information:
 - ★ Click the **Edit** button (pencil shape) next to **Name, Address, and Personal Details** (see illustration below). This area appears in the top left corner of the page.
 - ★ The **Update Personal Information** page will display.
 - ★ Make the changes in the designated boxes.
 - ★ Click the **Submit** button to save the changes.
 - ★ Click the **Cancel** button to return to the **My Info** page without making any changes.
- ✦ Click the **Academic Info** tab to review information about your degree and competencies.
- ✦ Click the **Exit Admin** link to return to the main My Siena page.