Steps to Complete

1) Checking for Holds  
2) Updating Contact Information  
3) Exit Self Service and Log Out of Windows

Login

From a web browser, go to the Earlham Home Page.
Choose “Information Services” and then “Self Service”
Login using your User ID & PIN from the card you received.
Change your PIN. New PIN must be 6 Alpha-Numeric characters long.
Create your security question and answer.

1) Checking for Holds

From the “Student” tab, select “Student Records”, and then “View Holds”.
If you have a hold on your account, you will need to visit the Accounting Office before you will be allowed to confirm.

2) Updating Contact Information

Select “Update Contact Information” from the main menu or the “Update Contact Info” tab.

Emergency Notification

Add or update your Alternate E-mail Address and Cell Phone #, selecting the check boxes as appropriate.

**Please note that text messages and cell phones are the most effective**
Emergency Contacts

From the “Update Contact Info” tab, scroll down to the “Emergency Contacts” section, and verify that the information listed is correct, making changes if necessary by clicking the blue link, then “Submit Changes” when done.

New contacts can be added as necessary.

Addresses and Phones

From the “Update Contact Info” tab, scroll down to the “Addresses and Phones” section.

Review the information under the “Billing” heading. If the Billing Address(es) and Phone Numbers are not correct, then click on one of the blue links to make changes, then “Submit” when finished.

Then, review the information under the “Home” heading. This information should be your personal “permanent” home address, phone number, and cell phone number. To make changes, click on one of the blue links.

You can modify your “Home” information by clicking on any of the blue links under the “Home” heading and clicking “Submit” when finished.

** Note: If you added a Cell Phone # in the “Emergency Notification” section, you should see it listed with your “Primary” Phone #. **

3) Exit Self Service and Log Out of Windows

When you are finished updating your information, click the “Exit” option near the top right side of the screen. To protect your privacy close your browser after exiting Self Service and Log Out of Windows before leaving the computer.