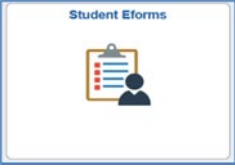

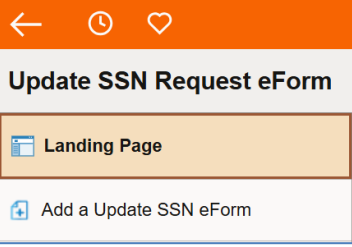

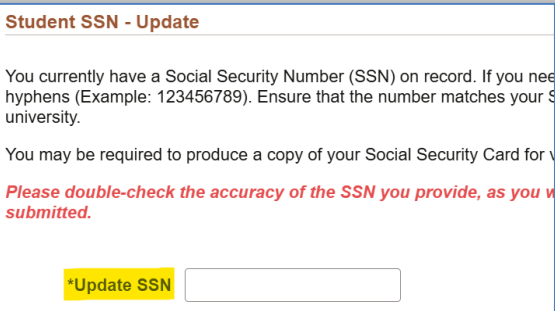
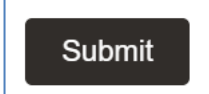


## Guide to the "Update Your SSN" eForm

This eForm will allow you to add or update the Social Security Number in SIS. The form can only be used one time per student so please double-check

Student steps:

1.	Log into SIS using RIT credentials	
2.	From homepage select "Student eForms" tile.	
3.	Select "Update Your SSN". This form will allow you to either add a new SSN or update an incorrect SSN.	
4.	<b>CAREFULLY</b> read all of the information provided on the landing page <b>BEFORE SUBMITTING THE FORM.</b>	
5.	Once you are sure you wish to proceed, click on the "Add a Update SSN eForm" link in the menu.	
6.	Information will automatically load including your name, student UID, and the current SSN on record if there is one.	
7.	Read all of the instructions and warning text. In the Student SSN – Update section, add your Social Security Number <b>WITHOUT</b> any spaces or dashes. This form can only be used once so it is important to double-check the number entered before clicking Submit.	
8.	Once all steps have been completed, click on the submit button at the bottom of the form.	

When the form has been submitted you will receive an email. Once your SSN is updated in SIS you will receive a confirmation email.