

# I-Center Portal User Guide: Updating Contact Information

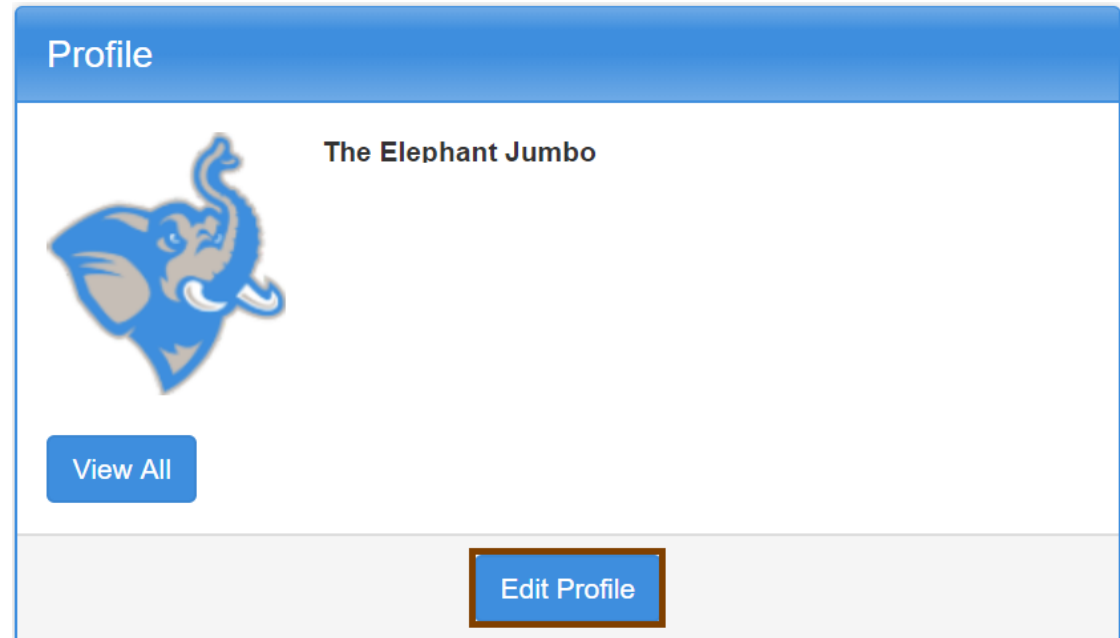
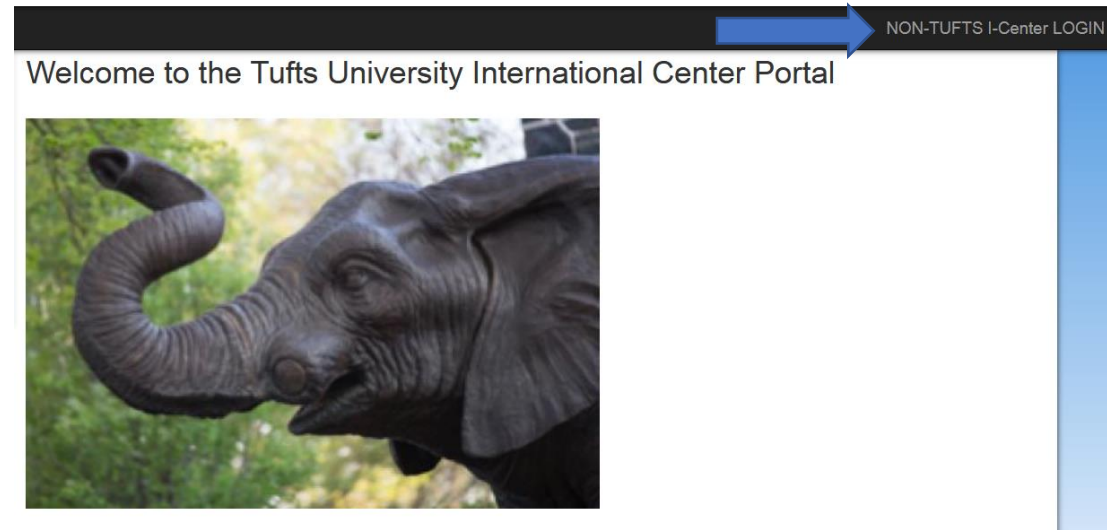
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For Students on F-1 OPT and STEM-Extension OPT

# Updating Contact Information

Visit the I-Center Portal's main page:  
<https://icenterportal.tufts.edu/>

- Click on the Non-Tufts Login Link
- Navigate to your User Menu > [My Home](#)
- Select "Edit Profile"



# Address Information Page






Edit all fields by clicking on the Pencil Icon.

Profile

Information

Address Info

## Address Info

| Address Type                        | Address              | Actions   |
|-------------------------------------|----------------------|---|
| Local US Address                    | Address not on file. |    |
| US Mailing Address                  | Address not on file. |    |
| Foreign Address                     | Address not on file. |   |
| Emergency Contact (in Home Country) | Address not on file. |  |
| Emergency Contact (in the U.S.)     | Address not on file. |  |

Fields locked with Lock  Icon are not editable for users logged in with Tufts UTLN. If you need to make all of your contact fields editable, you must log in with an email address account.

# Updating Contact Information

In the **Profile tab**, update your personal email address in the **Email Address** field.



Jumbo, The Elephant

Profile

Information

Address Info

First Name:

The Elephant

Middle Name:

Last Name:

Jumbo

Email Address:

# Updating Contact information

Navigate to the **Information** tab and update your **Phone Number**.



Jumbo, The Elephant

Profile

Information


Address Info

Information

Phone Number:


# Updating Contact Information

- Navigate to the **Address Info** tab and Click the Edit Pencil icon in the Actions column next to the address you would like to update.
- Please make sure there is a current US local address and foreign address and phone number.

Jumbo, The Elephant

[Profile](#) [Information](#) [Address Info](#)

### Address Info

| Address Type     | Address  | Actions   |
|------------------|--|---|
| Local US Address | 20 Sawyer Ave<br>Medford<br>MA<br>02155<br>United States |  |



Jumbo, The Elephant

Profile

Information

Address Info

### Address Info

| Address Type     | Address  | Actions   |
|------------------|--|---|
| Local US Address | 20 Sawyer Ave<br>Medford<br>MA<br>02155<br>United States |  |