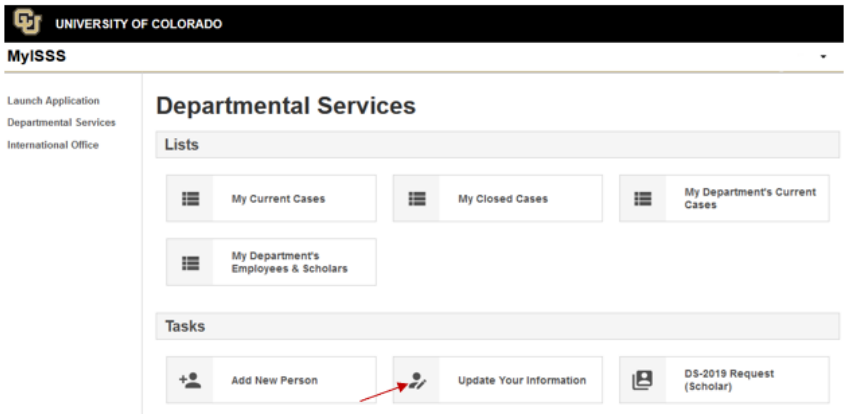
International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

Updating Your Information in MyISSS Departmental Services

When you log into the MyISSS Departmental Services portal, you will have a basic profile you can view by clicking on the "**Update Your Information**" tile (in the Tasks section).

Review your information to ensure it is accurate and complete any remaining fields.

1. **Log into the MyISSS Departmental Services portal**
2. Click on **Update Your Information** (under "Tasks" on your MyISSS Departmental Services portal homepage)



3. **Review** your information and **update** information that is incorrect.
   - You cannot edit your Network ID.
   - Your **full name should have a hyphen and your department after it**; do not delete this. Without this, your scholars may not be assigned properly to your department.
     - Addy Min-Philosophy
   - If you change departments, update the department name.
4. Enter your **campus phone number** and **department *mailing* address** (if they are not already entered)
5. Click on **Update Information** at the bottom of the screen to save changes.

