

## Follow the steps below to change Address (es) and Phone Number(s):

### STEPS:

1. Enter Secure Area on SAS

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

UWI Mona Student Administration System

HELP EXIT

The UWI Mona Online Application has now been opened for UNDERGRADUATE & POSTGRADUATE programmes - see 'Apply for entry to The UWI.' link in menu below.

**Enter Secure Area**  
Login here to view your personal information.

Play your UWI Fees Online Now

Admissions Portal  
Submit and review applications to undergraduate/postgraduate programmes offered by the UWI. Also click here to respond to offers of admission.

Undergraduate Tuition Fees  
2019/20 Undergraduate Tuition Fees [UPDATED: August 15, 2019]

Graduate Tuition Fees  
2019/20 GRADUATE Tuition Fees [UPDATED: June 27, 2019]

Miscellaneous and Residence Fees  
2019/20 Miscellaneous and Residence Fees [UPDATED: August 12, 2019]

Online Registration Guidelines  
Online Course Selection Guidelines for ALL students

Undergraduate Students Status Letter Request Form  
Undergraduate Students Status Letter Request Form

Faculty Orientation Schedule - Gender & Development Studies

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

User Login

HELP EXIT

Please enter your user Identification Number (ID) and your Domain/OURVLE Password. When finished, click Login.

When you have finished, please Exit and close your browser to prevent other users from accessing your records.

**IMPORTANT:** Student users should note that your password is now the same as your OURVLE/DOMAIN password. If your OURVLE/DOMAIN password is your date of birth, please use the format YYYYMMDD. e.g. John Brown is a student with id number 89876543. John was born on January 3, 1989. In this case John would enter: 89876543 in the slot for User ID and, 19890103 in the slot for Password.

If you do not remember your OURVLE/DOMAIN password or it has expired, please contact the MITS Helpdesk at extension 2992 or (876) 927-2148. You may also email the helpdesk or visit the UWI Mona Live Support page (link below) to request a password reset.

Live Support ONLINE

ID Number:

Password:

Login | [Click Here for Help with Login?](#)

2. Select the "Personal Information" tab

**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information

Search  Go

SITE MAP HELP EXIT

**Personal Information**  
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change information; Customize your directory profile; Apply for Vehicle Access Sticker.

Return to Homepage

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3. Select the option: **“Update Address(es) and Phone(s)”**



Personal Information

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

**Personal Information**

Personal Information

- View Address(es) and Phone(s)
- Update Address(es) and Phone(s)**
- View E-mail Address(es)
- Update E-mail Address(es)
- Directory Profile
- View Emergency Contacts
- Update Emergency Contacts
- Answer a Survey
- Apply for Vehicle Access Stickers
- Student Reg Details (Simple View)  
Note: This page is for Student Employees Only
- Vehicle Access Sticker (Admin Page)  
Note: This page is for Student Employees Only
- Enter Teaching Staff Data

4. Follow the instruction presented on page



**THE UNIVERSITY OF THE WEST INDIES, MONA**  
Student Administration System

Personal Information

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Update Address(es) and Phone(s) - Select Address

To **update** an existing address, click the **link** next to the corresponding address.  
To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.  
**Note:** Entering overlapping dates may change the effective dates on existing address records.

There are no address types available for you to update.

[ [View Address\(es\) and Phone\(s\)](#) ]

RELEASE: 8.7

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