Viewing, Updating, and Confirming Your Personal and Emergency Contact Information in Roger Central

Login to Roger Central:
1. Open an internet browser window and navigate to Roger Central at MyRWU
2. Login with your University e-mail address and password (STUDENTS: use the students.rwu.edu version of your e-mail address, not the g.rwu.edu version (example: jsmith123@students.rwu.edu, not jsmith123@g.rwu.edu.)

Your Personal Information – Instructions to View, Update, Confirm
1. Find the "User Option" tab on the left-hand menu and click to expand the menu
2. Click on the "User Profile" sub-tab
3. Use the pencil icon button to edit a phone number or e-mail address
4. Use the X-circle icon button to delete a phone number or e-mail address
5. Use the "Add a New (Item)" button to add a phone number or e-mail address
6. When you are finished reviewing or editing, click the "Confirm" button in each section (address, e-mail, and phone) to update the information accuracy and currency statement to today's date
7. NOTE: Employees must contact RWU Human Resources directly at human_resources@rwu.edu to update their mailing address. Students may use Roger Central or submit a Change of Address/Telephone Number Form to the Registrar.

Your Emergency Contact Information – Instructions to View, Update, Confirm
1. Find the "User Option" tab on the left-hand menu and click to expand the menu
2. Click on the "Emergency Information" sub-tab
3. Use the pencil icon button to edit a contact
4. Use the X-circle icon button to delete a contact
5. Use the "Add a New Contact" button to add a new contact
6. When you are finished reviewing or editing, click the "Confirm" button at the top of the page to update the information accuracy and currency statement to today's date

Please note: RWU community members should periodically login to Roger Central to check and confirm their personal and emergency contact information for accuracy, even if there have not been any recent changes to personal and emergency contact information.