

# COMPLETING THE STUDENT CHECK-IN ON AXESS

Federal law requires the University to collect and confirm certain information. Some information is also collected in order for University staff to respond effectively in emergency situations. To accomplish this, the Student Check-In process includes both required and optional information sections. Incoming freshmen and transfers must complete the Student Check-In for the first time during the Approaching Stanford forms period. Subsequently, you will be required to review your Student Check-In every Winter Quarter and confirm the information is still accurate.

You will also maintain personal contact information in Axess on the "Student Center" tab. You must edit your personal contact information immediately when there are changes. It is especially necessary that your mailing address information remain current during the Approaching Stanford period to ensure that you receive all of the mailings.

## **Finding the Student-Check-In in Axess**

1. To connect to Axess, go to <https://axess.stanford.edu/>. You will be prompted for your SUNet ID and password.
2. Click on the "Student Check-In" link in the Quick Links box. This will redirect you to the Student Check-In overview page.
3. Check in to each of the required sections and provide the requested information. You may also update the sections marked "optional."
4. After completing all of the required sections, click on the "Back" button to return to the Student Center tab.

You can also find step-by-step instructions with screen shots and further information about the required sections of the Student Check-In at <http://studentaffairs.stanford.edu/registrar/students/check-in-help>.

## **Verifying your Personal Contact Information in Axess**

1. While on the "Student Center" tab in Axess, scroll to the "Personal Information" area of the page.
2. Review what is visible in the "Contact Information" box. Verify that the information is accurate and consider whether additional information should be entered.
3. To amend or enhance your personal information in Axess go to the "Other Personal" dropdown list and select "Addresses." You will be redirected to a page that describes the types of addresses that Axess allows for input.
4. To modify an address currently on file, click the "Edit" button found to the right of the address that you wish to change. After editing the information for an existing address, click "OK" at the bottom of the form to save changes.
5. To add a new address, scroll to the bottom of the page and click "Add a New Address." This will redirect you to a page in which you can input your desired address information.

Once you have submitted this information for a new address, you will be redirected to a page in which you can label the address (e.g., "Billing," "Home," and "Mailing"). After you have selected a label, click "Save" to add the new address to Axess.