

Update Name and Address

A. **Update your address information on RAIN:**

1. Log into the secured site of RAIN.
2. Choose Personal Information.
3. Click on either Update Address(es) and Phone(es) OR Update Emergency Contacts.
 - a. To update Address(es) or Phone(es)---Click on Current of the Current Mailing Address, Permanent Home Address or Phones.
 - b. To update Emergency Contacts--Click on Name or New Contact.
4. Update information as necessary and click submit.

B. **Update your name by submitting the required information to the Registrar's Office:**

If you wish to change your name, you must complete the change of student name form located in the student forms on RAIN http://www.gsw.edu/~aaf/student_forms/ and provide one of the following documents: Marriage License, Social Security Card, Driver's License, Divorce Decree, or Official Court Document.