

# INSTRUCTIONS FOR VIEWING AND UPDATING PERSONAL INFORMATION



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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# INSTRUCTIONS FOR VIEWING PERSONAL INFORMATION

## PROCESS

These instructions are used to assist students in navigating through POUNCE to view and/or update personal information.

## INSTRUCTIONS

1. Login to <https://pounce.augusta.edu>.

## PERSONAL INFORMATION

2. Select “Personal Information”.

**Student**   **Registration**   **Financial Aid**   **Student Account**   **Faculty and Advisors**

Student

<b>Enrollment Certification - myHub</b> Obtain enrollment certification and more at the National Student Clearinghouse myHub portal.	<b>JagTrax for Students</b> View and plan your degree progress.	<b>Parking Registration &amp; Permit Payment</b> Choose a permit and pay for your permit here each semester.
<b>Personal Information</b> Update addresses, contact information or marital status.	<b>Request Official Transcripts</b> Transcripts requested in POUNCE are sent standard mail, and there is no charge.	<b>Review Action Items</b> Review items that need your attention. Some of these may prohibit registration.
<b>Student Health Insurance Waiver</b> This is only for students who are included in student health insurance enrollment.	<b>Student Immunization Information</b> Enter and submit immunization information.	<b>View Grades</b> View grades by term and level, or across terms, or across levels.
<b>View Status of Transcript Requests</b> View order date of transcripts.	<b>View Unofficial Academic Transcript</b> View your Unofficial Academic Transcript	

You can view, edit, or add new phone numbers, addresses, or emergency contacts.

# INSTRUCTIONS FOR VIEWING PERSONAL INFORMATION

Personal Information

Personal Details		
First Name	Middle Name	Last Name
Date of Birth	Legal Sex	Preferred First Name
Email		
University Email Address (Preferred) (Not Updateable)		
Phone Number <span style="float: right;">+ Add New</span>		
Home (Primary)	Parent Or Guardian (Primary)	Permanent Or Home (Primary)
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Address <span style="float: right;">+ Add New</span>		
Mailing Current	Parents Current	Permanent Current
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Emergency Contact <span style="float: right;">+ Add New</span>		
I. Phone Email:		
<input type="checkbox"/> <input type="checkbox"/>		

3. To edit an existing phone number, address, or emergency contact, click the pencil icon  below the item. To remove the phone number, address, or emergency contact, click the delete icon  below the item. To add new phone numbers, addresses, or emergency contacts, click “Add New” to the right of the appropriate section.

## Phone Number

Add Phone Number ×

Phone Type

Phone Number

Area Code	Phone Number	Extension
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International Access Code and Phone Number

Primary  Unlisted

**Add**

# INSTRUCTIONS FOR VIEWING PERSONAL INFORMATION

## Address

Add Address



Type of Address

Select Address Type

Valid From

MM/dd/yyyy



Valid Until

MM/dd/yyyy



Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

Enter City

State/Province

Select State

County

Select County

Zip/Postal Code

Enter Zip Code

Country

Select Country

Add

## Emergency Contact

Add Emergency Contact



Order

2

First Name

Enter First Name

Middle Name

Enter Middle Name

Last Name

Enter Last Name

Relationship

Select Relationship

Phone Number

Area Code

Phone Number

Extension

Email

Enter Email Address

Address Line 1

Enter Address Line 1

Address Line 2

Enter Address Line 2

Address Line 3

Enter Address Line 3

Address Line 4

Enter Address Line 4

City

Enter City

State/Province

Select State

Zip/Postal Code

Enter Zip Code

Country

Select Country

Add

## CONTACT

If you have any additional questions, please contact our office at [registrar@augusta.edu](mailto:registrar@augusta.edu).