



Name or Permanent Address Update

1 Access MILO Self Service

Start by navigating to the [MILO Self Service Screen](#).

2 Log In with Your MUnet Account

Log in using your **MUnet credentials** to access your official personal details, including your name, address, and other information on file with the university.

3 Review and Update Your Personal Information

Once logged in, you will be directed to the Personal Information screen. Here, you can review your current details.

MILO
Marshall Information Liaison Online

Personal Information

Test, Charlie
ID Number: 901602421
testc@marshall.edu
One John Marshall Drive, Huntington,
West Virginia 25755
740 1111111

Personal Details

First Name Charlie	Middle Name -
Date of Birth January 1, 1980	Marital Status Married
Preferred First Name Charlie	Personal Pronoun -

Email

MUnet E-mail Address (Preferred)
testc@marshall.edu
Automatic load from MUnet account
(Not Updateable)

Phone Number

Permanent (Primary)
740 1111111

4 Need to Update Your Legal Name?

If you need to update your legal name, please contact the Office of the Registrar directly by emailing registrar@marshall.edu or faxing your request to 304-696-6476. Be sure to include a completed [Information Change Form](#) and a copy of your Social Security card showing your updated name.

5 Need to Update Your Permanent Address?

To update your permanent address, scroll to the Address section on the page and click the Edit icon to make the necessary changes.

Permanent (Primary)
740 1111111



Address

Permanent

Current
10/08/2021 - (No end date)
One John Marshall Drive
Huntington
West Virginia 25755



Emergency Contact

6 Enter and Save Your Updated Address

Enter your new address in the appropriate fields, then click Update to save your changes.

The 'Edit Address' modal form contains the following fields:

- Type of Address:** Permanent
- Valid From:** 10/08/2021
- Valid Until:** MM/dd/yyyy
- Address Line 1:** One John Marshall Drive
- Address Line 2:** Enter Address Line 2
- Address Line 3:** Enter Address Line 3
- Address Line 4:** Enter Address Line 4
- City:** Huntington
- State/Province:** West Virginia
- County:** Not Applicable
- Zip/Postal Code:** 25755
- Country:** Not Applicable

Buttons: Cancel, Update