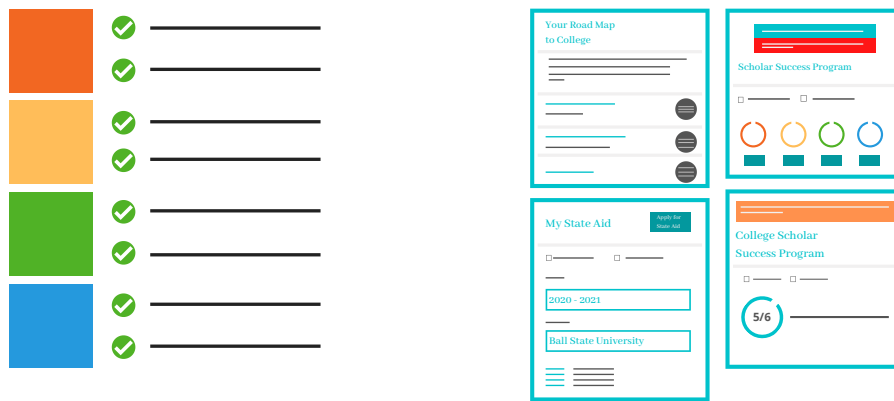# UPDATE YOUR SCHOLARTRACK

Not sure how to Upgrade your ScholarTrack?

No Problem! Use this chart to learn how to get from this... to this!

Locate the "Person" Icon

YOUR NAME

This Icon is at the top of your ScholarTrack in the Navigation Bar. Click it to reveal 4 options:

- Edit My Profile
- Upgrade My Account
- Reset Password
- Logout

Click **"Upgrade My Account"**

Upgrade Account

SOCIAL SECURITY NUMBER

VERIFY SOCIAL SECURITY NUMBER
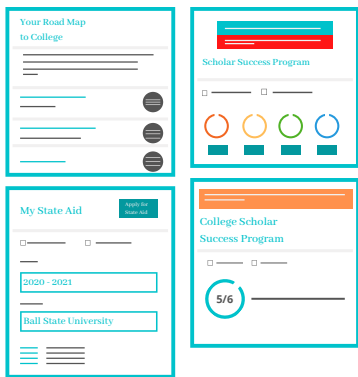
FIRST NAME

LAST NAME

DATE OF BIRTH

Enter your **"Social Security"**, verify your social security, enter your **"First Name"**, **"Last Name"**, and **"Date of Birth"**. Click **"Upgrade"**.

Tip: You may have to try it twice or refresh your screen if your account does not up the first time.

Update Your Email

YOUR NAME

Edit Email Address...

You're almost done! Now click **"Edit My Profile"** under your person icon. Under your name, click **"Edit Email Address and Security Questions"**. Change your email to your University email (Ex. yourname@bsu.edu). You do not have to change your security questions if you don't want to. Enter your current password and click **"Save"** to update.

You Did it!

Now your account is updated and you can begin completing your **College Scholar Success Program** (**CSSP**) for the duration of your college career!