INSTRUCTIONS FOR VIEWING AND UPDATING PERSONAL INFORMATION

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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".

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

Personal Information

Personal Details

First Name	Middle Name	Last Name
Date of Birth	Legal Sex	Preferred First Name

ID Number

Email

University Email Address (Preferred)

(Not Updateable)

Phone Number   ⊕ Add New

Home (Primary)	Parent Or Guardian (Primary)	Permanent Or Home (Primary)

Address   ⊕ Add New

Mailing	Parents	Permanent
Current	Current	Current

Emergency Contact   ⊕ Add New

1.
Phone:
Email:

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

| Select Phone Type ⌄ |

Phone Number

| Area Code | Phone Number | Extension |

International Access Code and Phone Number

| International Phone Number |

☐ Primary   ☐ Unlisted

| Add |

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.**