

How to Update your Student Data

By clicking onto Webster University's connections home page <http://connections.webster.edu> and using your username and the password assigned to you by the Registrar in St. Louis, you may access the following information from any computer with access to the web:

- Your demographic information, such as name, addresses and telephone numbers.
- You may update your addresses, telephone numbers, and expected graduation date by sending the changes to cboyer@webster.ac.at or directly following the instructions below.

From any computer with internet access:

1. Go to <http://connections.webster.edu>
2. Enter your connections user name.
3. Enter your password.
4. Click "here" on the Student Academic Services located at the center of the screen.
5. You might have to re-type the login username and password again.
6. Click on "Biographical" located on the left hand side of the screen.
7. Click on "Update Address" located more to the right of the screen under your name.
8. It will display two sections:
 - a) Permanent address
 - b) Current addressFill in the blanks with the necessary information.
9. When you are finished entering the information, click on "Submit it" located at the bottom of the screen.
10. Go back to the main screen ("Biographical") and check your e-mail address and cell-phone number by clicking on "Other Addresses" at the top of the screen. If the information you see there is incorrect, please notify the Vienna Registrar, Joyce Zemanek, right away.

For those who have never received a password, please contact the Registration Officer, Ms. Joyce Zemanek in Room 315A. If you have forgotten your password, go to <http://connections.webster.edu>, and click on "I've Forgotten My Username or Password".