

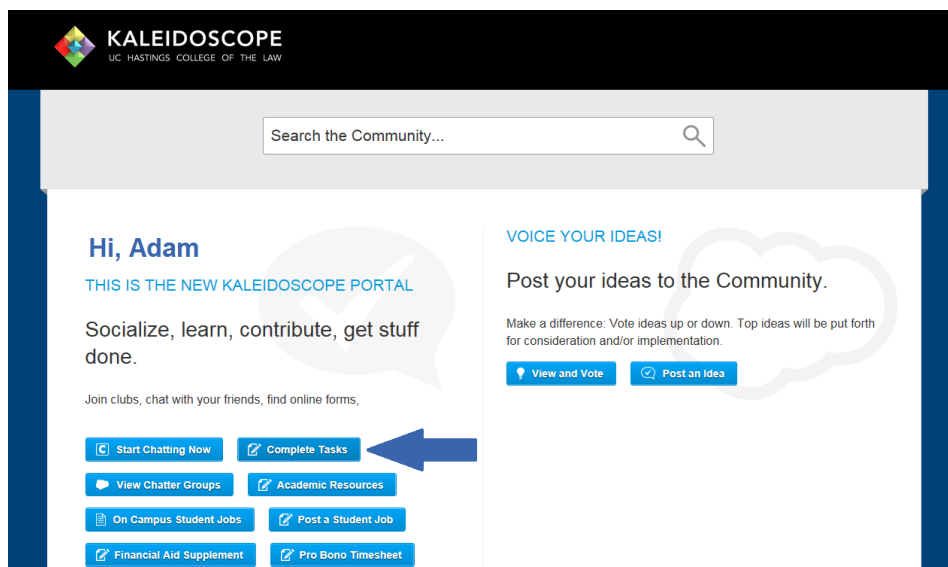
## How to Change Addresses or Contact Info

### Login to the Kscope Portal:

1. Open a web browser (e.g. Safari, Chrome, Internet Explorer) and access the URL shown below:  
[kscope.uchastings.edu](https://kscope.uchastings.edu)
2. To log in, use the same login ID and password you used for WebAdvisor.
  - Login ID: same as login ID used for WebAdvisor to register for classes and pay fees
  - Login Password: same password used for logging in to WebAdvisor
  - If you have issues logging in, please send an email to the UC Hastings Help Desk ([helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu))

### Change Address and Contact Information:

1. Once you have logged into the Kaleidoscope portal or Kscope portal, click on **Complete Tasks** as shown below.



2. Click on your profile picture on the upper right corner of the web page.

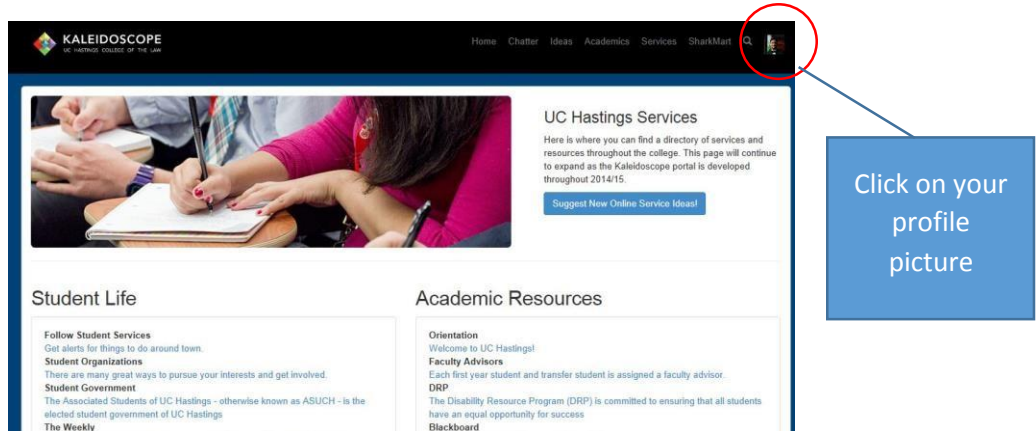


Figure 2 – Profile Picture in Services Page

3. In the Profile tab, update your address and contact information. Click on Save All to save the changes.

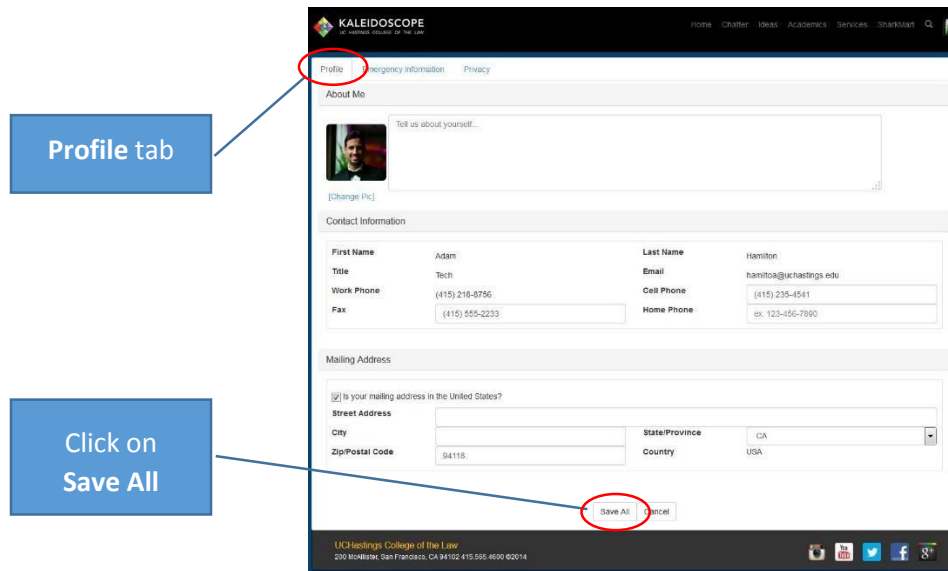
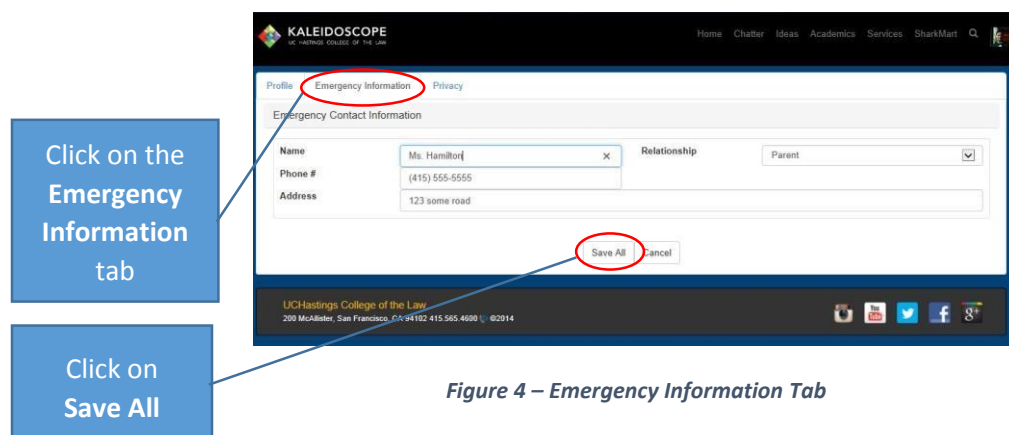


Figure 3 – Profile Tab

### Change Emergency Contact Information:

1. In the Emergency Information tab, update your emergency contact information. Click Save All to save the changes.



If you have any issues with completing the forms, please contact the UC Hastings IT Help Desk ([helpdesk@uchastings.edu](mailto:helpdesk@uchastings.edu)).