

Verify & Update Info in “Enroll & Pay”

You need a KU Online ID to complete this process. If you do not have a KU Online ID, please request the handout “Set Up a KU Online ID” to help guide you through the process.

1. Go to <https://sa.ku.edu> to access KU’s Student Record System “Enroll & Pay”

Enroll & Pay is a portal to the KU Student Record database.

Login using your KU Online ID (ex. a123b456) and password you created. Aliases will NOT work here.

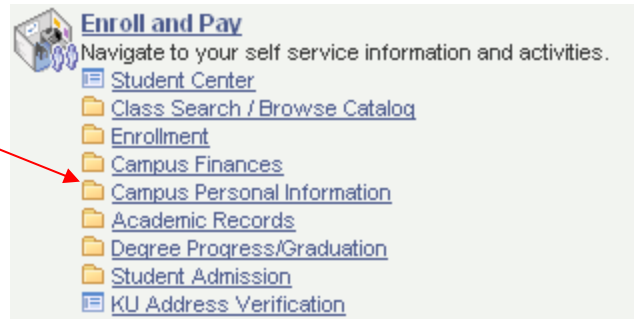
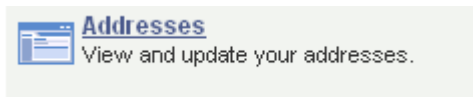
Forget your password?

You can create a new password at:
<https://myidentity.ku.edu/password/forgot>

2. Provide your Local Address.

- KU uses the “Jayhawk/Current” address in Enroll & Pay for reporting your local address to the U.S. government.
- Your “Jayhawk/Current” address should **always** be your current, local, physical address. It cannot be a PO Box or blank.

To Add your local address, click Campus Personal Information and then Addresses.



Click **ADD A NEW ADDRESS** near bottom of page.

Complete Steps 1-4 as described below.

Edit Address

Address 1: Enter street address with room or apartment number. Example: 1603 West 15th St Apt. 500A

1

Country: United States

Address 1: 1450 Jayhawk Blvd Rm 2

Address 2:

Address 3:

City: Lawrence **State:** KS Kansas

County: DG

Postal Code: Enter appropriate postal or zip code. All Lawrence Zip codes begin with 6604_ (i.e. 66044, 66045, 66047, or 66049)

Enter postal code and the city, state and county will autopopulate.

2

Postal: 66045

City, County and State: They auto-fill when you enter the postal code. Note: DG (short for Douglas) is the county for Lawrence. KS is the correct abbreviation for Kansas

3

OK **Cancel**

Address Types: Check the Jayhawk/Current Box

4

3. Add an Emergency Contact.

Click [Emergency Contacts](#) from bottom of address page

[Personal Information](#) [Honors And Awards](#)
[Addresses](#) [Names](#) [Phone Numbers](#) [Emergency Contacts](#) [Demographic Information](#)

One emergency contact is required (an immediate relative – usually a parent), but we prefer two (also someone in the U.S., if possible) We only will contact these individuals in the case of a critical emergency.

Click [ADD AN EMERGENCY CONTACT](#)

Emergency Contacts

Emergency Contact Detail

*Contact Name 1

*Relationship 2

Contact's Address

Country United States

Address

[Edit Address](#)

3

Click on Edit Address to select the appropriate country. Only the country is needed. The address is NOT necessary.

Contact's Phone

Same Phone as Individual

Phone

4

Be sure to include the country code and city code with the phone number

Other Telephone Numbers

*Phone Type	Phone Number	Extension	

[ADD A PHONE NUMBER](#)

[SAVE](#)

5

To add a second phone number for a person

5. Review Your Enrollment Holds

This is for informational purposes only to let you know where to review your "Holds" which will prevent you from enrolling. Click on Holds under Campus Personal Info at the top of the page

Common Holds Preventing Enrollment:

Name	Reason
Intrntnl Stdnt Srv-KULC Hold	ISSS Check In
Applied English Center Hold	English Proficiency evaluation
Tuberculosis Screen-Watkins	TB test and proof of immunizations
Intrntnl Adm Srv-KULC Hold	Usually final, official transcript needed

You can click on the name of each hold to get details and instructions for removing the hold.

[Campus Personal Information](#) >

- [Personal Data Summary](#)
- [Addresses](#)
- [Names](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Demographic Information](#)
- [Honors and Awards](#)
- [Holds](#)
- [To Do List](#)
- [Setup Authorized Users](#)



BEFORE LOGGING OFF,

Have an ISSS staff verify your information.

If you have not written on this handout, please return it so it can be reused.