

## UPDATE INFORMATION

Your information **MUST** be updated **each** semester after your move.

Submit your updates ASAP, or within two weeks by going to our website: <https://opp.purdue.edu>

Submit your updates ASAP by following these steps:

- Update your current address information with the University through MyPurdue.
- Your updated address will come to Symplicity in our next weekly import
- Next, go to [www.opp.purdue.edu](http://www.opp.purdue.edu)
- Click on Database and Intranet at the top right and select Student Database Login
- Log in using your career account credentials
- Click on Exp. Learning tab at the top
- Click the pencil beside the current work term
- Click the blue “view detail” button near the center of the page
- Update salary information, City, State, supervisor information
- Click the blue save button at the bottom of the screen

If you have questions or problems, please call the OPP office at 765-494-7430 for assistance.