

Personal Information Update (PIU) Directions

- 1. Open your web browser and navigate to: <u>https://learn.weill.cornell.edu/ICS/</u>
- 2. Click the "Login" button in the upper right of the Learn home page.
- 3. Use the appropriate login credentials provided to you by WCM.
- 4. Click on the "Home" Tab.
- 5. Click on "Personal Information Update" in the left navigation under Quick Links.



- 6. Complete the form field ensuring you add the details in all required fields.
- 7. Click "Submit" at the bottom of the page.