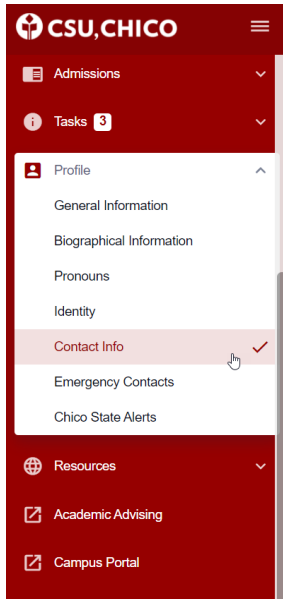



# How to Update Your Contact Information

## Training Description:



You will learn the process of how to change and/or add a new address, phone number, and email that is on file with the university.

- Select “Contact Info” from the Dashboard Menu under “Profile”



- If you wish to update your existing address, click the edit icon  next to the address you wish to update

Addresses Add Future Address Add Address

|                        |  |
|------------------------|--|
| Local Address for CS : | 400 W First St Chico, CA 95929          |
| Permanent :            | 400 W First St Istanbul letanbul 34077  |

- If you wish to add a new select “Add Address” – enter the address information and hit “Save”

Addresses Add Future Address Add Address

NEW DIPLOMA ADDRESS:

|                             |           |
|-----------------------------|-----------|
| Country: *<br>United States | Address 1 |
| Address 2                   | Address 3 |
| City                        | State     |
| Postal                      | County    |

Cancel Save

- You can also add a future address using an effective date in the future by clicking “Add Future Address”, enter the address and hit Save.

Addresses Add Future Address ▾ Add Address ▾

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NEW LOCAL ADDRESS FOR CS ADDRESS:

|                               |           |
|-------------------------------|-----------|
| Country: *<br>United States ▾ | Address 1 |
| Address 2                     | Address 3 |
| City                          | State ▾   |
| Postal                        | County    |
| Effective Date:<br>06/01/2021 |           |

Cancel Save

- You can also add a new phone number by clicking “Add Phone Number”, enter the phone number and hit Save.

Phones Add Phone Number ^

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Local: **PREFERRED**

Permanent: 090 530/898-5142

- You can change your existing phone number(s) by clicking edit icon next to the phone number you wish to update, enter the phone number and hit Save.

Phones Add Phone Number ▾

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Local: **PREFERRED** 530/898-5142

Permanent: 090 530/898-5142

- If you wish to add a Personal Email, click “Add Email”, enter the email address and hit Save.

Emails Add Email ▾

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- You are not able to update your “On-Campus” email, but you can update your personal email. Click the toggle to the right of the existing personal email, update the email and hit Save.

Emails Additional Actions

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On-Campus: **PREFERRED**

Personal: ffreshman@mail.csuchico.edu