How to Update Mailing Address and Phone Number

How to Access CougarNet

- Type www.siue.edu into the address bar and click enter
- Click the CougarNet icon

Login into CougarNet

- Login using either your e-ID or your University ID (800#)

Select Personal Information then View and Update Addresses and Phones

Personal Information	Student	Financial Aid	Employment	Blackboard Academic Suite
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile; Update ethnicity and race; Declare veteran classification and disability status.	Apply for Admission, Register, View your academic records and Billing Information.	Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.	Benefits, Deductions, leave or job data, paystubs, W2 forms,and W4 data.	

Home > Personal Information

Personal Information	Student	Financial Aid	Employment	Blackboard Academic Suite

Change your PIN Need to update your PIN? Change it here.	**Change Security Question**	**View and Update Addresses and Phones**	**View E-mail Addresses**
View and Update Emergency Contacts	**View and Update Marital Status**	**Name Change Information**	**Social Security Number Change Information**
Directory Profile	**Answer a Survey**	**View Ethnicity and Race**	**Update Ethnicity and Race**
Disability Status	**Veteran Classification**		

Here it gives you information about your current addresses and what they are used for

Personal Information | Student | Financial Aid | Employment | Blackboard Academic Suite

View and Update Addresses and Phones - Select Address

Home > Personal Information > Update Addresses and Phones

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.

The following addresses are maintained for all student records:
Mailing
Campus Residence
Permanent

The following addresses are maintained for all employees:
Mailing
Campus Work Address

Entering overlapping dates may change the effective dates on existing address records. *An end date must be entered on the existing record before a new address record can be created.*

United States Postal Service change of address information and USPS forms are available through this link.

STUDENTS

Mailing: The address at which you receive your University mail (e.g. correspondence related to enrollment, academic standing, graduation and financial aid). If no mailing address is specified, University mail is sent to the permanent address. If no billing address is specified, then refund checks or tax forms 1098-T are mailed to the mailing address. Be sure to keep this address current. If you are away from campus during Summer Session, change this address to your summer mailing address.

Student Campus Residence: This address is maintained by University Housing to reflect campus resident assignments.

Student Permanent Address: This address determines your residency status for tuition purposes and is used for University correspondence when no mailing address is specified. If changed to an out-of-state address, your residency status will change to out-of-state and result in your being billed for out-of-state tuition. Changing this address to an in-state address does not automatically change your residency to in-state. Request for a change of permanent address must be done in writing. Please click here to print our permanent address change form.

Student Billing Address: The address to which the Bursar Office mails your refund check and tax form 1098-T. If no billing address is specified, your refund checks, and 1098-T will be mailed to your mailing address. The billing address does not affect your residency. Note that the University does not mail paper bills to currently enrolled students. For more information, please visit the Bursar Web Site: http://www.siue.edu/bursar.

EMPLOYEE

Mailing: The address at which you receive your University mail (e.g. benefits information, State Universities Retirement Systems and Central Management Services, Tax Sheltered Annuity Information, Deferred Compensation, etc.). Be sure to keep this address current. If you are away from campus during Summer Session, change this address to your summer mailing address. Employees are required to maintain an active mailing address. Follow the steps below to change your address.

Permanent Address: If you are an employee and a permanent address is displayed, this address is related to your current or past student record. This address may only be changed by following the student process discussed above.

Employee Campus Work Address: This is the address maintained in the Human Resource system for an employee's campus work address established by the hiring department. This address may not be updated by employees. If you notice an error, please consult with your department or contact Human Resources.

To change your mailing address: Select "Mailing" in the "Type of Address to Insert" field, then click the "Submit" button. Click on your current address to open an Update/Insert screen. Enter an end date for this address in the "Until This Date" field. The required Banner date format is MM/DD/YYYY, so enter June 30, 2010 as 06/30/2010, for example. Your current address must have an end date before a new mailing address record is created, but do not forget to enter a new current mailing address!!

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If you want to change/modify an address select the drop down. Select the kind of address you want to insert and click "Submit"

Addresses and Phones

Mailing	Phones
Current:	Primary:

Permanent	Phones
Current:	Primary:

School Campus	Phones
Current:	Primary:

Type of Address to Insert: Select ▼

Submit

You can update/insert addresses on this screen

Mailing

Valid From This Date:MM/DD/YYYY `01/01/2018`

Until This Date:MM/DD/YYYY `11/26/2018`

Address Line 1: `20 Cougar Lane`

Address Line 2:

Address Line 3:

City: `Edwardsville`

State or Province: `Illinois` ▼

ZIP or Postal Code: `62025`

County: `IL-Madison` ▼

Nation: `Not Applicable` ▼

Delete this Address: ☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
618	0000000		....OR....		☐

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Campus Residence ▼	618	0000000		...OR...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐
Select ▼				...OR...		☐	☐

Submit **Reset**

Select a Different Address to Update

View Addresses and Phones

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Once completed click "Submit"

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
618	0000000		....OR....		☐

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Campus Residence ▼	618	0000000		..OR..		☐	☐
Select ▼				..OR..		☐	☐
Select ▼				..OR..		☐	☐
Select ▼				..OR..		☐	☐
Select ▼				..OR..		☐	☐

Submit   **Reset**

Select a Different Address to Update

View Addresses and Phones

Contact Us

Office of Human Resources

(618)650-2190

ITS Help Desk
(618) 650-5500

help@siue.edu

For staff resources and assistance, visit siue.edu/its