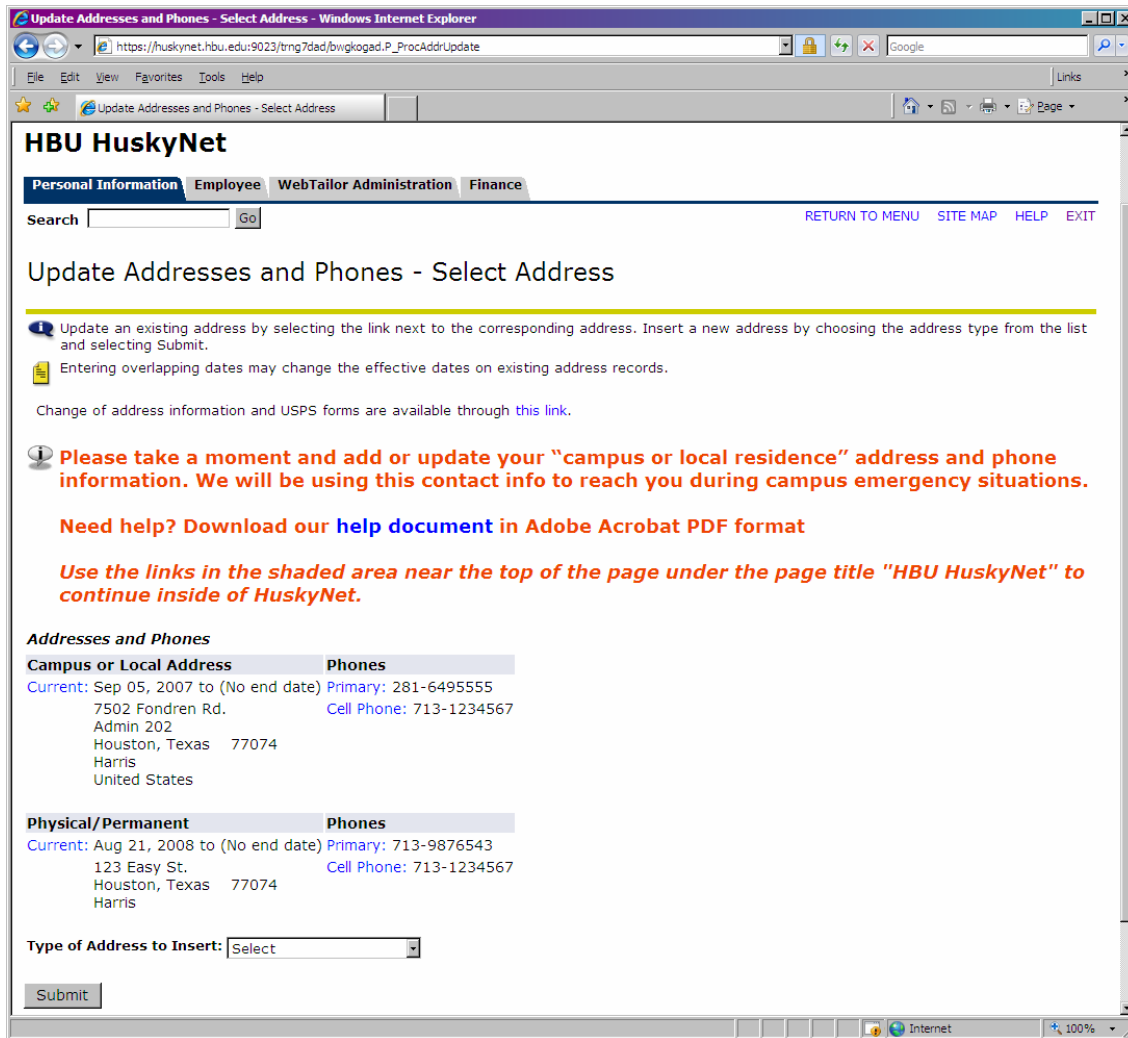# Updating Your HBU Contact Information

It's important to keep your HBU contact information updated.

Rev 2.1; 9/8/2008

You should be on the following web page in your browser:

If you do not see a "Campus or Local Address" displayed, you need to create one. Follow the instructions in the **Create Campus or Local Address** section below.

If a "Campus or Local Address" is displayed, make sure you have a Primary phone number listed and a Cell Phone number listed if one is available, and make sure they are correct. If you need to add a number or change an existing number, follow the instructions in the **Changing an Existing Campus or Local Address** section below.

PLEASE DO NOT CHANGE ANY OTHER ADDRESS OR PHONE INFORMATION AT THIS TIME. If you notice other errors, contact the Registrar's office if you are a student, or the HR office if you are an employee of the university.

Create Campus or Local Address

1. Select the Campus or Local Address in the Address Type drop-down list, then click the Submit button

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. Wh en updating an address you do not need to change the Valid From This Date value.

Campus or Local Address

Field	Value
Valid From This Date: MM/DD/YYYY	09/03/2007
Until This Date: MM/DD/YYYY	
Address Line 1:	123 Sesame St.
Address Line 2:	
Address Line 3:	
City:	Potato
State or Province:	Idaho
ZIP or Postal Code:	84110
County:	Not Applicable
Nation:	Not Applicable
Area Code:	456
Phone Number:	4567777 OR International Access Code and Phone Number:
Extension:	
Unlisted in Web Directory:	☐
Delete this Address:	☐

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select					☐	☐
Select					☐	☐
Select					☐	☐
Select					☐	☐
Select					☐	☐

Submit   Reset

2. Follow the instructions at the top of the web page. Enter your preferred (a.k.a. "primary") phone number in the Area Code and Phone Number fields.

3. If you have a cell/mobile phone, select that Phone Type from the first drop-down list, then enter your cell phone number in the Area Code and Phone Number fields in that row.

4. **NOTE** HBU will only use this number when it is imperative that you be reached by phone and we will not give this number out to any person or entity outside of the university.

5. Click the Submit button at the bottom left of the page when all information has been entered.
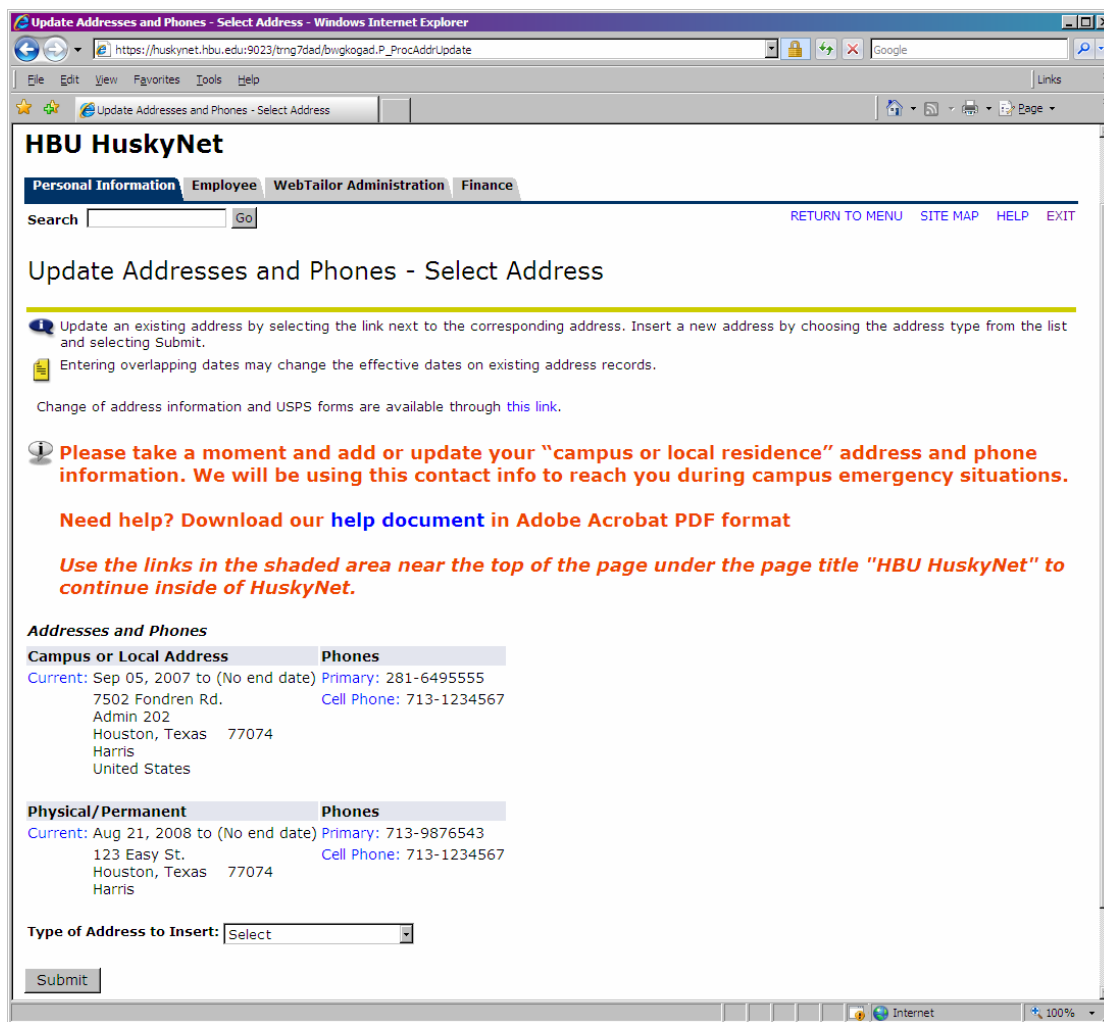
6. You will be brought back to the Display/Select Address Page and should now see a Campus or Local Address there.

7. You can exit Huskynet or continue inside it to other areas.

Changing an Existing Campus or Local Address

1. If your Primary or Cell Phone number is missing or incorrect, click on the Current hyperlink under the Campus or Local Address section of the page

2. Add or correct the preferred (a.k.a. primary) phone number fields in the middle of the page, or add or correct you cell phone information in the list of phone numbers towards the bottom of the page. Click the Submit button on the bottom, left of the page when you have finished changing data.

3. You will return to the Display/Select Address page and should see you phone information updated under the Campus or Local Address section.

4. You can exit Huskynet or continue inside it to other areas.