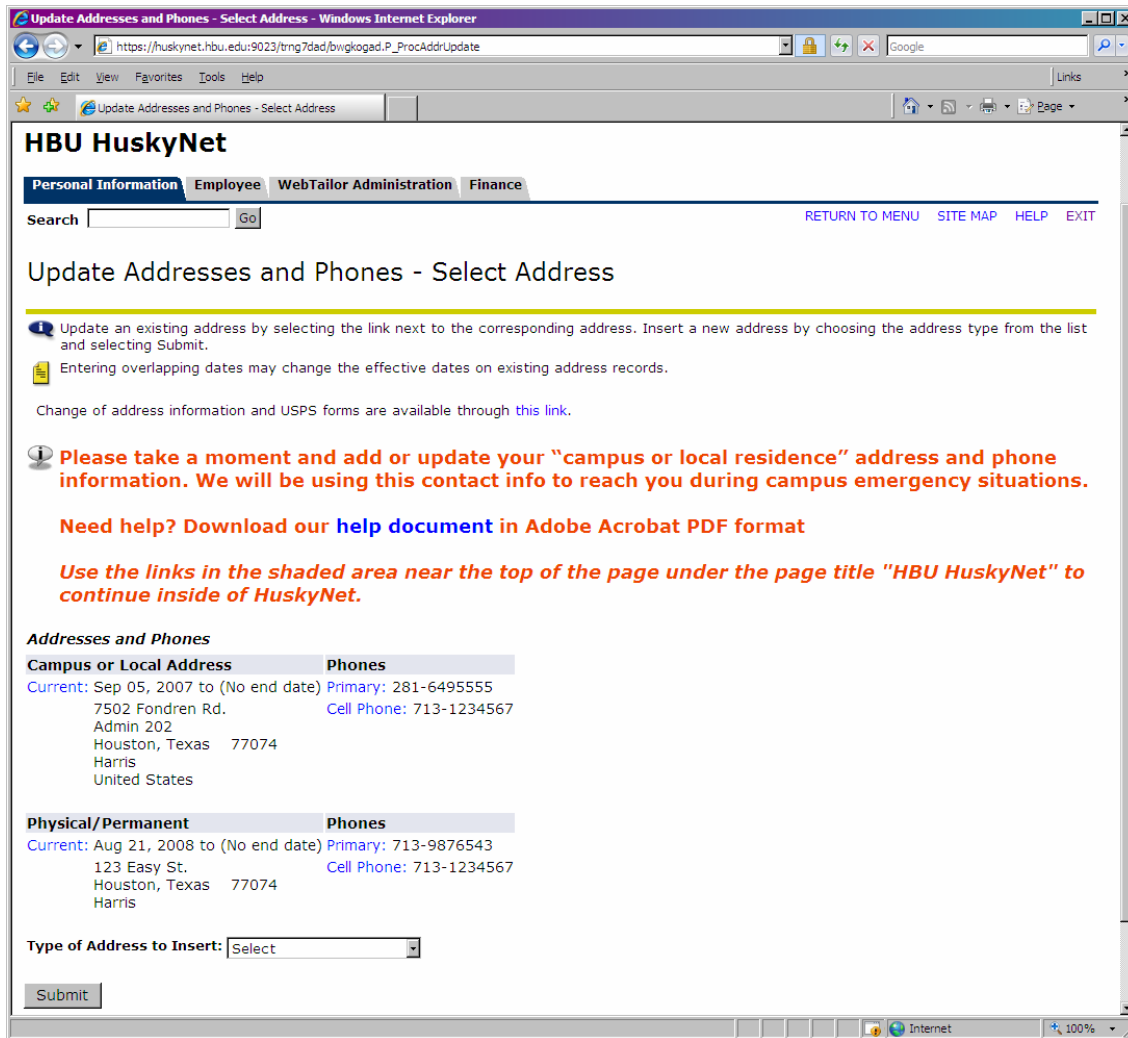


Updating Your HBU Contact Information

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

HBU HuskyNet

Personal Information | Employee | WebTailor Administration | Finance

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Update Addresses and Phones - Select Address

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.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Please take a moment and add or update your "campus or local residence" address and phone information. We will be using this contact info to reach you during campus emergency situations.

Need help? Download our [help document](#) in Adobe Acrobat PDF format

Use the links in the shaded area near the top of the page under the page title "HBU HuskyNet" to continue inside of HuskyNet.

Addresses and Phones

Campus or Local Address	Phones
Current: Sep 05, 2007 to (No end date) 7502 Fondren Rd. Admin 202 Houston, Texas 77074 Harris United States	Primary: 281-6495555 Cell Phone: 713-1234567

Physical/Permanent	Phones
Current: Aug 21, 2008 to (No end date) 123 Easy St. Houston, Texas 77074 Harris	Primary: 713-9876543 Cell Phone: 713-1234567

Type of Address to Insert:

- Select
- Campus or Local Address**
- Emergency Contact
- Mailing
- Physical/Permanent

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

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number: 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

- 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.

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. When updating an address you do not need to change the Valid From This Date value.

Campus or Local Address

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

OR International Access Code and Phone Number:

	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Cell Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit Reset

- 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.
- **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.

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. When updating an address you do not need to change the Valid From This Date value.

Campus or Local Address

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number: OR International Access Code and Phone Number:

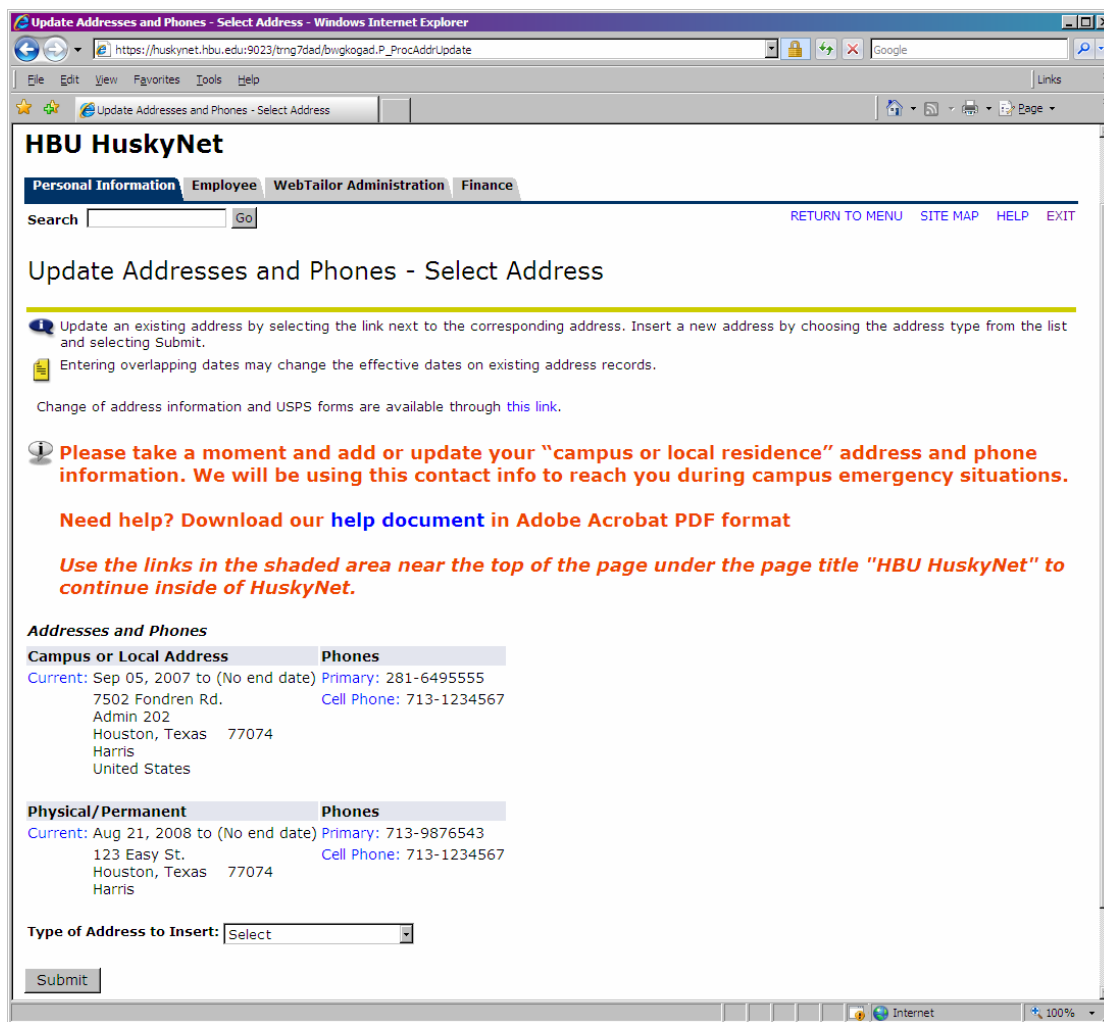
Extension:

Unlisted in Web Directory:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Cell Phone"/>	<input type="text" value="654"/>	<input type="text" value="3210000"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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

HBU HuskyNet

Personal Information Employee WebTailor Administration Finance

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Update Addresses and Phones - Select Address

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.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Please take a moment and add or update your "campus or local residence" address and phone information. We will be using this contact info to reach you during campus emergency situations.

Need help? [Click Here](#)

If you have already done this once, use the links in the shaded area near the top of the page under the page title "HBU HuskyNet" to continue inside of HuskyNet.

Addresses and Phones

Campus or Local Address	Phones
Current : Sep 03, 2007 to (No end date) 123 Sesame St. Potato, Idaho 84110	Primary : 456-4567777 Cell Phone : 654-3210000

Physical/Permanent	Phones
Current : Dec 01, 2006 to (No end date) 123 Lois Lane Katy, Texas 77450 Harris	Primary : 713-5551212

Type of Address to Insert:

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

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. When updating an address you do not need to change the Valid From This Date value.

Campus or Local Address

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Area Code:

Phone Number: 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
<input type="text" value="Cell Phone"/>	<input type="text" value="654"/>	<input type="text" value="3214444"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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.

HBU HuskyNet

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Update Addresses and Phones - Select Address

i 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.

📄 Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

i **Please take a moment and add or update your "campus or local residence" address and phone information. We will be using this contact info to reach you during campus emergency situations.**

Need help? [Click Here](#)

If you have already done this once, use the links in the shaded area near the top of the page under the page title "HBU HuskyNet" to continue inside of HuskyNet.

Addresses and Phones

Campus or Local Address	Phones
Current: Sep 03, 2007 to (No end date) 123 Sesame St. Potato, Idaho 84110	Primary: 456-4567777 Cell Phone: 654-3214444

Physical/Permanent	Phones
Current: Dec 01, 2006 to (No end date) 123 Lois Lane Katy, Texas 77450 Harris	Primary: 713-5551212

Type of Address to Insert:

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.