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

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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.

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- 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.

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5. Click the Submit button at the bottom left of the page when all information has been entered.

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Entering overlapping dates may char	ige the effective dates on exi	isting address records.	
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		our "campus or local residence" address and phone	
information. We will be	using this contact in	nfo to reach you during campus emergency situations	s.
Need help? Download ou	ur help document in	n Adobe Acrobat PDF format	
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Campus or Local Address	Phones		
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Admin 202	Cell Phone: 713-1234567		
Houston, Texas 77074			
Harris United States			
Physical/Permanent	Phones		
Current: Aug 21, 2008 to (No end date	· · · ·		
123 Easy St. Houston, Texas 77074	Cell Phone: 713-1234567		
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Type of Address to Insert: Select			
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- 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

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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

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Campus or Local Address	
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:	
ZIP or Postal Code: 84110	
County: Not Applicable	
Nation: Not Applicable	
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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.

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 Update an existing address by selecting the link next to the corresponding address. Insert a new address l choosing the address type from the list and selecting Submit. Entering overlapping dates may change the effective dates on existing address records. 	у
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	
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Physical/Permanent Phones	
Current: Dec 01, 2006 to (No end date) Primary: 713-5551212 123 Lois Lane Katy, Texas 77450 Harris	
Type of Address to Insert: Select	
Submit Submit	<u>▼</u> 0% ▼ //

- 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.