Updating Your Address & Phone in CougarNet

You are required to update your <u>BILLING AND MAILING</u> address and <u>PHONE NUMBER</u> online through CougarNet as soon as possible. You must use a U.S. address for billing and mailing; however, your permanent address should always remain your home country address.* Your immigration registration and employment status will not be complete until you have done so.

		Cougar Net				
Step 1:	Go to <u>www.siue.edu/cougarnet</u>	×				
		Enter CougarNet with your e-ID Login here to view your personal information.	Enter CougarNet with your University ID (begins with 800) Login here to view your personal information	Class Schedule View the current schedule of classes.	Course Catalog View course information, including course description.	
Step 2:	Click on Enter CougarNet with your University ID					
Step 3:	Enter your User ID (your 800#) and your PIN (For first time users, your PIN is your birthdate in this format: MMDDYY)				Forgat PIN/2	
Step 4:	Click on Personal Information	Financial Aid Employmen ur PNY? Change Security Qu	nt Blackboard Academic Suit	la		
Step 5	Click on View and Update Addre	Click on View and Update Addresses and Phones				
Step 6	Scroll down to Type of Address to Select Billing & hit Submit .	• Insert (at the	bottom of the p	nage).		
	Enter today's date for Valid From this Date	<u>.</u>]	Valid From This Da Until This Date:HM Address Line 1: Address Line 3: City: State or Province:	te:HM/DD/YYYY]	
	 DO NOT enter a date for Until This Date (<i>l</i> Fill out Address Line 1, City, State, ZIP or I Nation and <u>Primary Phone Number (<i>If you a</i> phone number yet please type your friend's complete the registration. You can go back o your phone number at any time.)</u> 	eave it blank). Postal Code, lon't have a number to and update	County: Nation: Delete this Addres Primary Phone Nu Code Number Code Number Phone Type Select Select Select	tot Applicable tot Applicable tot Applicable set Extension Internat Area Phone Ext. V V	ional Unlisted Gde Number International Unlisted Delete Aat Phone Number of Phone Number of Phone Number	
	Hit Submit		Select Submit Rese Select a Different	t Address to Update	OR	
Step 7	Repeat Step 6 for your Mailing add	Repeat Step 6 for your Mailing address.				
Step 8	Verify your billing and mailing addresses have been updated in CougarNet and logout.					

*Please make sure your **Permanent** address is always your home country address. If not, contact the Office of International Affairs. **INTERNATIONAL STUDENTS CANNOT HAVE A PERMANENT U.S. ADDRESS.**