

# Updating Your Address & Phone in CougarNet

You are required to update your **BILLING AND MAILING** address and **PHONE NUMBER** 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.

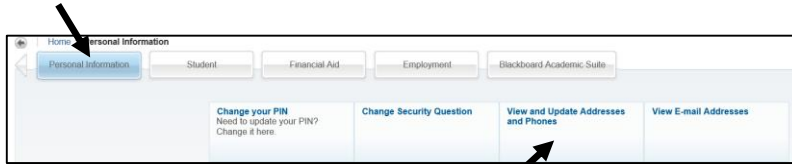
**Step 1:** Go to [www.siue.edu/cougarnet](http://www.siue.edu/cougarnet)



**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)

**Step 4:** Click on **Personal Information**



**Step 5:** Click on **View and Update Addresses and Phones**

**Step 6:** Scroll down to **Type of Address to Insert** (at the bottom of the page).  
Select **Billing** & hit **Submit**.

- Enter today's date for **Valid From this Date**.
- DO NOT enter a date for **Until This Date** (leave it blank).
- Fill out Address Line 1, City, State, ZIP or Postal Code, Nation and **Primary Phone Number** (If you don't have a phone number yet please type your friend's number to complete the registration. You can go back and update your phone number at any time.)
- Hit **Submit**

**Step 7:** 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.**