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

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.