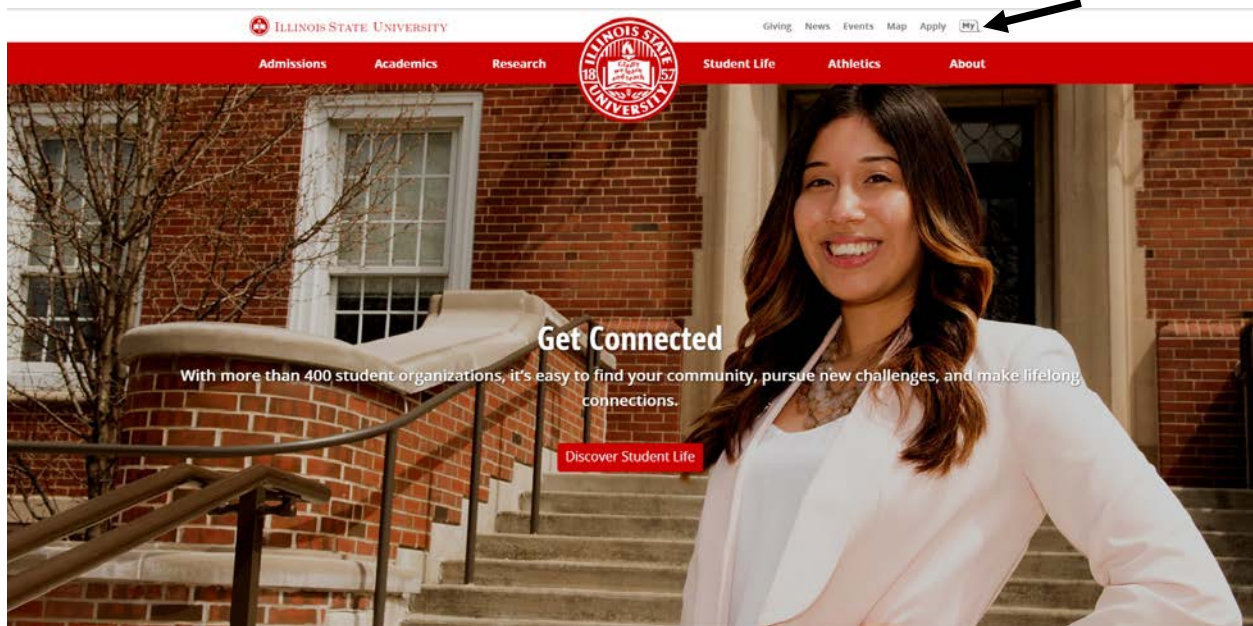


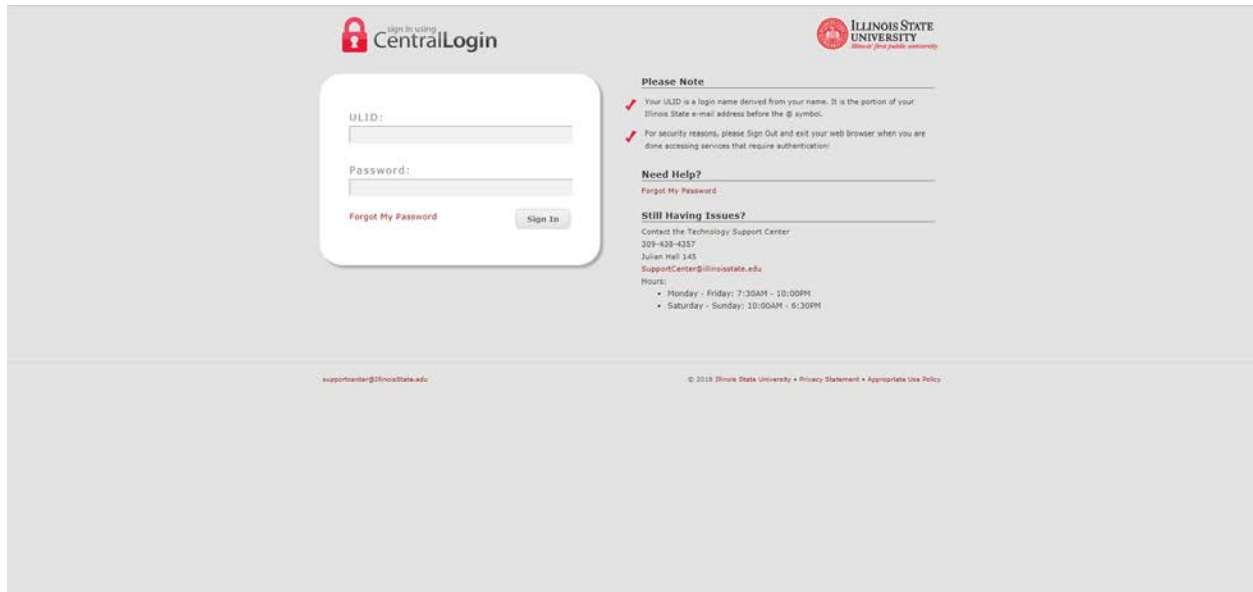
How to update your contact information in My Illinois State

Step 1. On the [ISU homepage](#), click on the “My” icon at the top right corner of the screen to navigate to My Illinois State - <https://my.illinoisstate.edu/>.

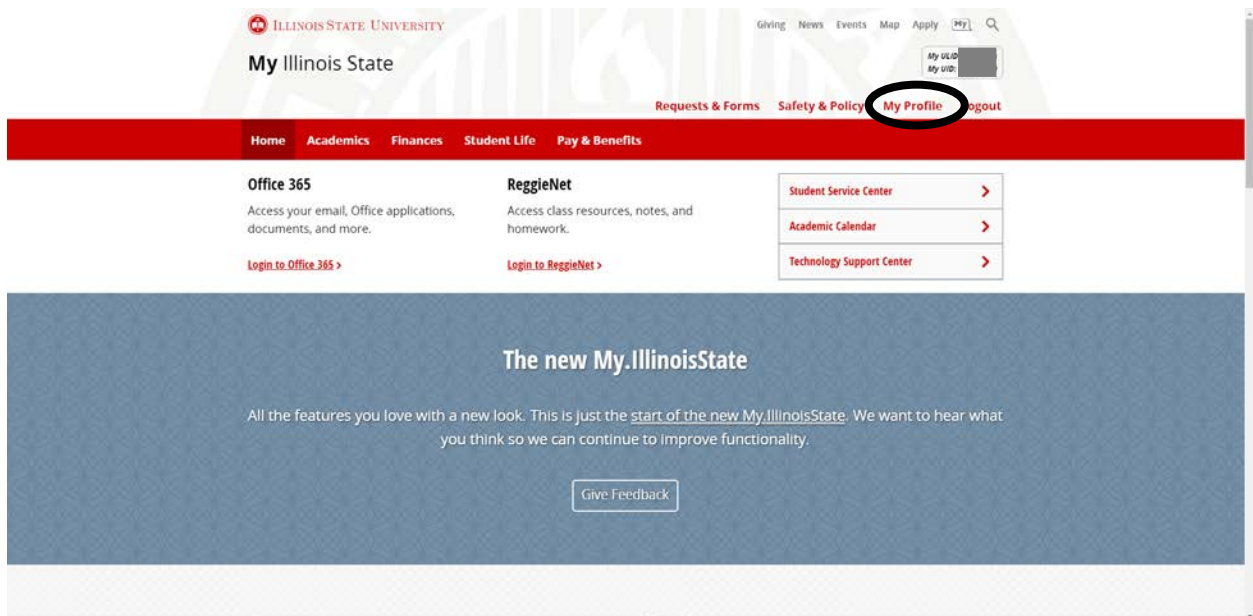


Step 2. Click on the “**CentralLogin**” button to sign in using your ULID and Central Login password.





Step 3. At the home screen, click on “My Profile” in the top right side of the page.



Step 4. Scroll down and you will see the “Manage Contact Information” section. You can select the information that you would like to update from the given options.

Manage Contact Information

Easily update your addresses, phone numbers, preferred name, and emergency contacts.

If you have any questions, please contact Human Resources ([309.438.8311](tel:309.438.8311)) during normal business hours (7:30 a.m.-4:30 p.m., Monday-Friday).



Step 5. To add/update your **address information** click on the "Home/Mailing Addresses" button.

Manage Contact Information

Easily update your addresses, phone numbers, preferred name, and emergency contacts.

If you have any questions, please contact Human Resources ([309.438.8311](tel:309.438.8311)) during normal business hours (7:30 a.m.-4:30 p.m., Monday-Friday).



Step 6. Update your address information.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: The SEVIS system is only updated with changes to specific address types. “International address” should be your home country address and “Mailing address” should be your current US address.

The screenshot displays the 'Profile' page for a user with ID 1300043684. The 'Addresses' section is expanded to show 'Home Address' and 'Mailing Address'. Both are currently set to 'Normal' with the address 'IL 61701-4530, McLean'. The 'From' column for both is 'Current'. Other address types like Business, Campus, Billing, Local, Degree, and Collections are listed as 'No address defined'. An 'International Address' is also present but redacted. Buttons for 'Add Billing Address', 'Add Local Address', and 'Add Degree Address' are visible.

Address Type	Address	From
Home Address	Normal IL 61701-4530 McLean	Current
Mailing Address	Normal IL 61701-4530 McLean	Current
Business Address	No address defined	
Campus Address	No address defined	
Billing Address	No address defined	
Local Address	No address defined	
Degree Address	No address defined	
Collections Address	No address defined	
International Address	[Redacted]	Current

Step 7. For **Addresses**, you have the following options:

- Add Address: Click on “Add Address” to add an address for the first time. Verify that the information you added is correct and click “Save”.

REMEMBER: Don't forget to **enter your Apartment number** when you add/update your address.

The screenshot shows a list of address types with their respective 'Add' buttons:

- Business Address:** No address defined. No 'Add' button visible.
- Campus Address:** No address defined. No 'Add' button visible.
- Billing Address:** No address defined. An 'Add Billing Address' button is circled in black.
- Local Address:** No address defined. An 'Add Local Address' button is visible.
- Degree Address:** No address defined. An 'Add Degree Address' button is visible.
- Collections Address:** No address defined. No 'Add' button visible.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: If you are living on-campus in a residence hall or university apartment, you will have a "Campus Address", but you must still update your "Mailing Address" to match. Only the Mailing Address type is used to update the SEVIS system.

- **Update Address:** To edit an address that you have already added, click on the ">" next to the address you wish to update. An "Edit Address" dialog box will open on your screen that will allow you to edit the address. Verify that the information you updated is correct and click "Save".

The screenshot shows a table with the following data:

Address	From
Normal IL 61761-4530 McLean	Current

The rightmost column of the table contains a right-pointing arrow (>) which is circled in black.

Edit Address

Type Home

*Country

*Address 1

Address 2

Address 3

City

State

Postal

County

[Clear](#)

Override Address Verification

- Add multiple addresses: Click on the "+" tab to add more than one address to a particular type of address field. Verify that the information you added is correct and click "Save".

Addresses

Home Address

Address	From
<input type="text" value="REDACTED"/> Normal IL 61761-5385 McLean	Current >

Mailing Address

Address	From
<input type="text" value="REDACTED"/> Normal IL 61761-5385 McLean	Current >

Business Address

No address defined

Campus Address

No address defined

Billing Address

No address defined

Step 8. To update your email address or phone number, go back to the main page and select "Phone/Email".

For **Email**, you can do the following:

- Add Multiple Emails: Click on the "+" tab if you wish to add more than one email type. Only one email address can be your "preferred" email. Check the "preferred" box to indicate which email is your preferred email. Verify that the information you added is correct and click "Save".

Contact Details

Email

+

Email	Type	Preferred
khemnan@ilstu.edu	Campus	✓
[REDACTED]	Personal	

Phone - A mobile phone number is required to receive ISU Emergency Alerts. Please confirm you have entered your mobile number in the mobile field.

+

Phone	Type	Preferred
[REDACTED]	Home	✓

When you click the "+" button you will see the window to add new email address.

Cancel **Add Email** **Save**

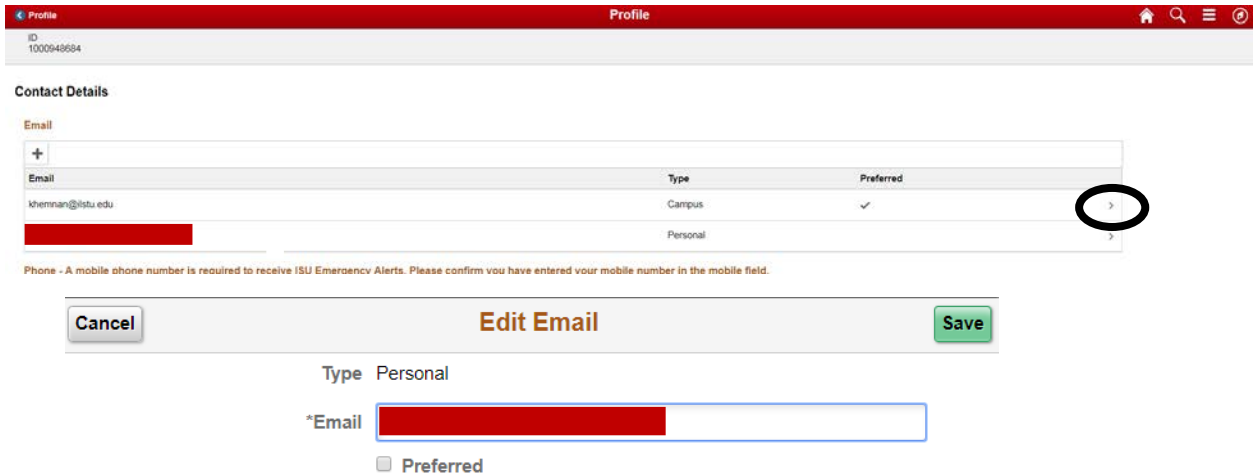
Type Other

*Email

Preferred

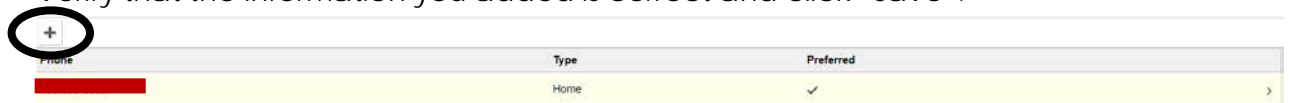
IMPORTANT NOTE FOR INTERNATIONAL STUDENTS: Only the email address you have marked as "preferred" will be used to update the SEVIS system.

- Update Email: To edit an email that you have already added, click on the ">" next to the email you wish to update. An "Edit Email" dialog box will open on your screen that will allow you to edit the email. Verify that the information you updated is correct and click "Save".



For **Phone**, you can do the following:

- Add Phone- Click on the "+" button when you wish to add a phone number. Verify that the information you added is correct and click "Save".



When you click the "+" button you will see the window to add new phone address.

Cancel Add Phone Save

Type Mobile

Country Code

*Phone Number (XXX-XXX-XXXX)

Preferred

Opt Out of Emergency Alerts

Updates to phone and Opt-Out will be reflected in ISU Emergency Alert at 12 AM and 12 PM

- Update Phone: To edit a phone number that you have already added, click on the ">" next to the phone number you wish to update. An "Edit Phone" dialog box will open on your screen that will allow you to edit the number. Verify that the information you updated is correct and click "Save".

Phone

Phone	Type	Preferred	
309/555-5555	Mobile	✓	>

Edit Phone

Cancel Save

Type Home

Country Code

*Phone Number (XXX-XXX-XXXX)

Preferred

Delete

- Add multiple phones: Click on the "+" tab if you wish to add more than one phone number to the Home or Mobile number types. Verify that the information you added is correct and click "Save".

Phone

Phone	Type	Preferred	
309/555-5555	Mobile	✓	>

Step 9. To update Emergency Contact, click on "Emergency Contacts" on the main page to update/add your Emergency contact, Mental Health contact, or Missing Person contact.

Manage Contact Information

Easily update your addresses, phone numbers, preferred name, and emergency contacts.

If you have any questions, please contact Human Resources (309) 438-8311 during normal business hours (7:30 a.m.-4:30 p.m., Monday-Friday).

Campus Address Home / Mailing Addresses Phone / Email Personal Details **Emergency Contacts**

For **Emergency Contact**, you can do the following:

- Add Contact- Click on the "Add Contact" button to add an emergency contact for the first time. Verify that the information you added is correct and click "Save".

Cancel
Add Contact
Save

*Name

*Relationship (Invalid Value) ▼

Preferred

For the emergency contact, please choose the "Emergency Contact" relationship. For the missing person contact, choose the "Missing Person Contact" relationship. For the Mental Health contact, choose the "Mental Health Contact" relationship.

- Emergency Contact (Students, Faculty & Staff): Information provided will be used ONLY in the event of serious injury or a life threatening situation that necessitates notification of the Emergency Contact. Providing emergency contact information will help assure timely communication with the person(s) listed below. Information will only be used by authorized campus officials.
- Missing Person Contact (Students Only): Person to be contacted by ISU Police not later than twenty-four (24) hours after such a time that you are determined to be missing.
- Mental Health Contact (Students Only): Any person over 18 to be contacted in the event that a University physician, clinical psychologist or qualified examiner makes a determination that you pose a clear danger to yourself or others.

Primary Phone Number

Country Code

*Phone Number

Extension

Other Phone Numbers

No other phone numbers defined.

Add Phone

- Update Contact: To edit an emergency contact that you have already added, click on the ">" next to the emergency contact you wish to update. An "Edit Contact" dialog box will open on your screen that will allow you to edit the contact. Verify that the information you updated is correct and click "Save".

Emergency Contacts

Contact	Phone	Preferred	
John Smith	309/ 555-5555	✓	>
			>

- Add multiple contacts: Click on the "+" tab if you wish to add more than one emergency contact. Verify that the information you added is correct and click "Save".

Emergency Contacts

Contact	Phone	Preferred	
John Smith	309/555-5555	✓	>
			>