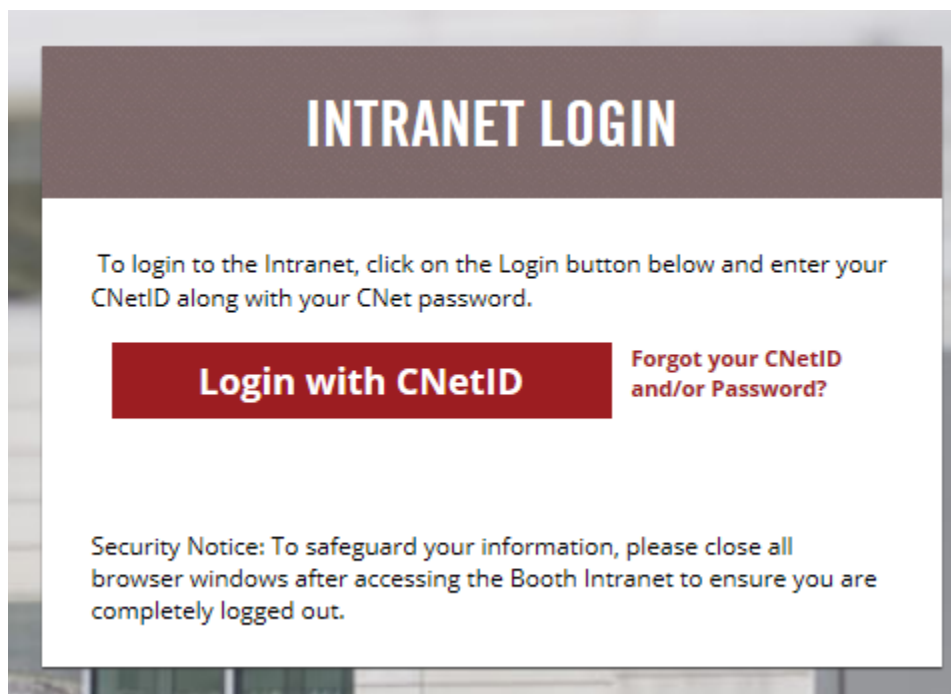
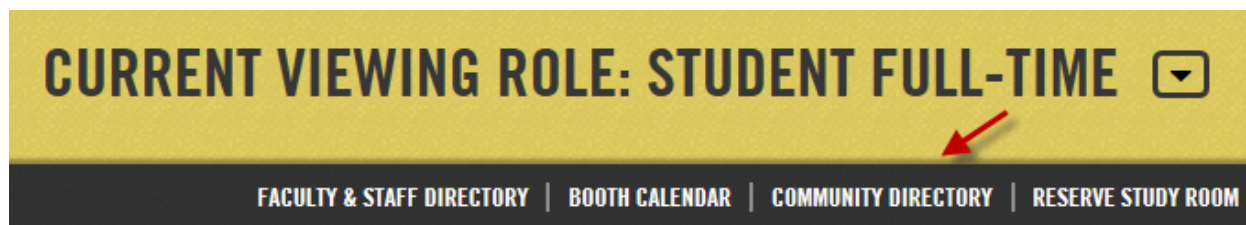


ACCESSING THE COMMUNITY DIRECTORY to UPDATE CONTACT INFORMATION

STEP 1: Log into the Student Intranet your CNetID /password.



STEP 2: Click the Community Directory tab on the top tool bar.



STEP 3: Once in the Community Directory, click “My Account” which will allow you access to your personal data.



The screenshot shows the top navigation bar with 'Home', 'Directory', and 'My Account' links. A red arrow points to the 'My Account' link. Below the navigation bar is the 'Announcements' section with a blue speech bubble icon. The main content area contains a welcome message and a list of features:

- Search and view Chicago Booth students, alumni, faculty and staff
- Create connections with My Booth Network*
- Update employment and personal information
- and much more...

STEP 4: In “My Account”, first click “Contact”, then “Edit” to update your contact information.



The screenshot shows the 'My Account' page with a sidebar menu. The 'Contact' menu item is highlighted, and a red arrow points to it. Another red arrow points to the 'Edit' button in the 'Contact' section. The page includes a navigation bar with 'Home', 'Directory', and 'My Account' links, and a footer with 'Accessibility', 'Getting Started', and 'Logout' links.

My Account software by symplicity™

- Profile
- Contact**
- Education
- Employment
- Career Interests
- Life Interests and Events
- Co-Curricular Transcript
- Polls
- Account Preferences

Contact

E-mails:

Addresses:

Phones:



Instructions for Updating Contact Information in Chicago Booth's Community Directory

All Chicago Booth students are expected to have current contact information in the Community Directory. **Additionally, international students must [meet formatting requirements](#) when updating their U.S.-based Home Address AND include a permanent, foreign residence address.** Please note the following when entering your contact information and refer to the accompanying screen shots to ensure accurate input.

Local Address (while at Booth Attendance)

Select the state of Illinois and the United States as the country for your local, U.S.-based Home Address.

Also, please mark the local, U.S.-based Home Address as **BOTH** "Preferred and Current" (see below, both boxes should be checked).

Addresses

The screenshot shows a web form for updating contact information. The form includes the following fields and options:

- Type: Home address
- Street*: 123 North Columbus Drive Apt. 5555
- City: Chicago
- State/Province: Illinois
- Other: (empty)
- Postal Code: 60601
- Country*: United States
- Valid From: September 15, 2013
- Valid Until: June 30, 2015
- Preferred Address: Preferred
- Current Address: Current
- Import ID: 3828
- Created Source: (empty)
- Address Privacy*: Private

Two red arrows are overlaid on the form:

- A red arrow points to the Street* field with the text "local CHICAGO address".
- A red arrow points to the Preferred and Current checkboxes with the text "check BOTH boxes".

Specific for International Students on F-1 or J-1 Visas

1. Local Address (while at Booth Attendance) Formatting Requirement

Follow the instructions above to access your Home Address, then determine the correct formatting of your address before editing.

Note: your address MUST MEET the [USPS formatting requirements](#), which look quite different from what you might be used to. If you do not enter your address correctly, we cannot register your record in SEVIS and you will encounter negative immigration consequences.

The address format must be the following:

- **Line 1:** Street address, from the USPS [zip code website](#)* (do not include city, state or zip in Line 1)
- **Line 2 & 3: (leave blank) - DO NOT USE ADDRESS LINE 2 OR 3**
- **City:** City only (e.g. 'CHICAGO')
- **State:** Abbreviation for state (e.g. 'IL')
- **Zip code:** Five digit zip code (no need to include the last four)

*The Zip Code website will give you a nine-digit zip code. You only need to enter the first five digits of the zip code, as all nine will not fit.

2. Permanent (Foreign) Address

Do not mark Foreign Residence as the “Preferred or Current” address (see below, both boxes remain *unchecked*).

Type
Foreign Residence (full time and PhD-visa holding students only) ▼

Street*
5 Eastview Avenue

City
Hamilton

State/Province
▼

Other
ON

Postal Code
L8E 1H4

Country*
Canada ▼

Valid From
April ▼ 01 ▼ 2009 ▼

Valid Until
▼ ▼ ▼

Preferred Address
For all non EXP and AXP students, please select an address other than Address Type Foreign Permanent Residence as the 'Preferred Address'.

Preferred

Current Address
Check this box if this is your current address.

Current

Import ID
** System Admin use only, not available to Users **
3827

Created Source
** System Admin use only, not available to Users **

Address Privacy*
Private ▼



Telephone Information Emergency Contact Information

Mark only a U.S.-based phone number as "Preferred"; ALL international phone numbers should be labeled as "Other".

Phones

Type*
Cell

Number*
US: ###-###-#### International: Use numbers, dashes, spaces only
312 123-1234

Is this US #?*

(US) (International)

Preferred

Phone Privacy*
Private

Import ID
** System Admin use only, not available to Users **
3492

Delete

Emergency Contact Information

Complete each data field providing, at least, one phone number for immediate outreach. Emergency Contact information is not viewable by others; it is only available to administrators for use in such a situation.

Emergency Contacts

It is the policy of The University of Chicago that all students provide emergency contact information in case of unexpected medical or personal circumstances that necessitates university personnel to contact persons identified by the student for such purposes. Emergency contact information is confidential, as defined by FERPA, and it may not be used for any other purpose than intended, and will not be viewable by others in the Chicago Booth Community Directory.

First Name
Jane

Last Name
Doe

Relationship
Mother

Address

Street
1234 Churchill Way

City
London

State

Other
Northants

Postal Code
NN155DP

Country
United Kingdom

Home Phone
011-44-7966511219

Is this US #?
 (US) (International)

Work Phone

Is this US #?
 (US) (International)

Cell Phone

Is this US #?
 (US) (International)

Email

Primary Contact
 Primary

Other Info (Helpful Contact Hints- English Speaking? If not, what language?)
English speaking