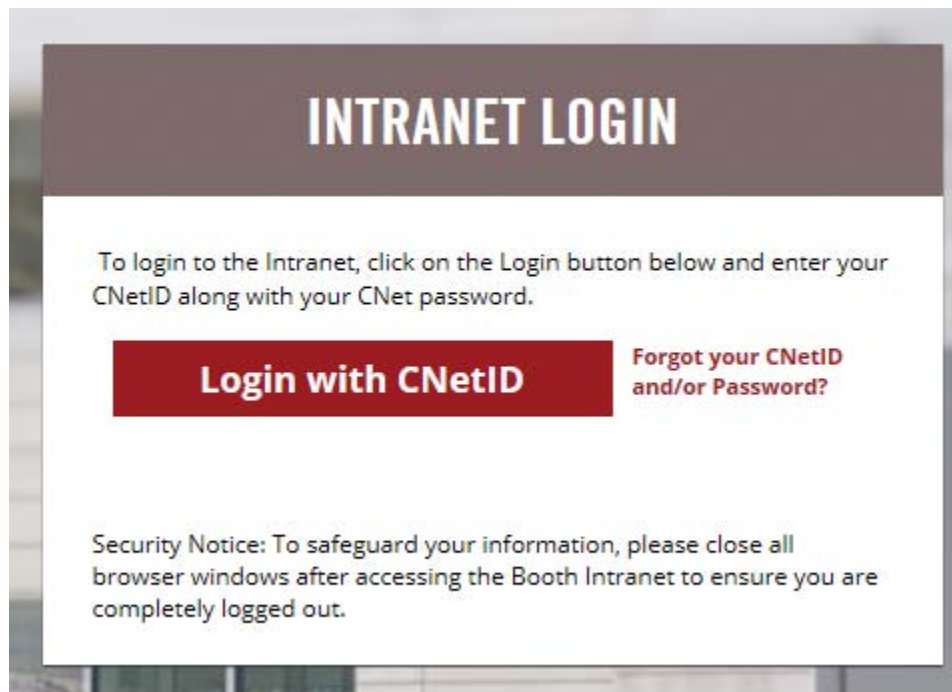


ACCESSING THE COMMUNITY DIRECTORY to UPDATE CONTACT INFORMATION

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



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



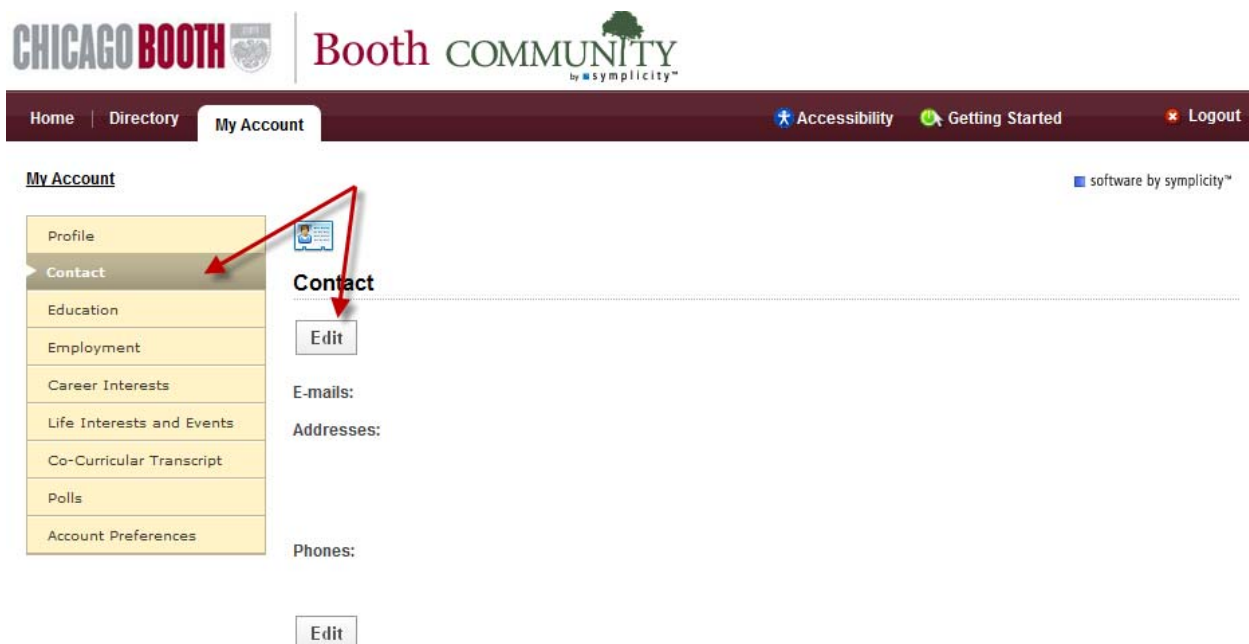
STEP 3: Once in the Community Directory, click “My Account” which will allow you access to your personal data.



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. The navigation bar includes 'Home', 'Directory', and 'My Account' (which is active). On the right side of the navigation bar, there are links for 'Accessibility', 'Getting Started', and 'Logout'. The main content area has a sidebar menu with 'Profile', 'Contact', 'Education', 'Employment', 'Career Interests', 'Life Interests and Events', 'Co-Curricular Transcript', 'Polls', and 'Account Preferences'. The 'Contact' item is selected and highlighted. To the right of the sidebar, the 'Contact' section is visible, featuring an 'Edit' button. A red arrow points from the 'Contact' menu item to the 'Edit' button. Below the 'Contact' section, there are fields for 'E-mails:', 'Addresses:', and 'Phones:', each followed by an 'Edit' button.



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 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 entering an address. The 'Type' dropdown is set to 'Home address'. The 'Street' field contains '123 North Columbus Drive Apt. 5555'. The 'City' field contains 'Chicago'. The 'State/Province' dropdown is set to 'Illinois'. The 'Country' dropdown is set to 'United States'. The 'Valid From' date is 'September 15, 2013' and the 'Valid Until' date is 'June 30, 2015'. The 'Preferred Address' section has a checked 'Preferred' checkbox. The 'Current Address' section has a checked 'Current' checkbox. A red arrow points to the 'Street' field with the text 'local CHICAGO address'. Another red arrow points to the 'Preferred' and 'Current' checkboxes with the text 'check BOTH boxes'.

Type
Home address

Street*
123 North Columbus Drive
Apt. 5555

City
Chicago

State/Province
Illinois

Other

Postal Code
60601

Country*
United States

Valid From
September 15 2013

Valid Until
June 30 2015

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 **
3828

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

Address Privacy*
Private

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

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*	312 123-1234
<small>US: ###-###-#### International: Use numbers, dashes, spaces only</small>	
Is this US #?*	<input checked="" type="radio"/> (US) <input type="radio"/> (International)
Phone Privacy*	Private
Import ID	3492
<small>** System Admin use only, not available to Users **</small>	
<input type="button" value="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	1234 Churchill Way
City	London
State	
Other	Northants
Postal Code	NN155DP
Country	United Kingdom
Home Phone	011-44-7966511219
Is this US #?	<input type="radio"/> (US) <input checked="" type="radio"/> (International)
Work Phone	
Is this US #?	<input type="radio"/> (US) <input type="radio"/> (International)
Cell Phone	
Is this US #?	<input type="radio"/> (US) <input type="radio"/> (International)
Email	
Primary Contact	<input checked="" type="checkbox"/> Primary
Other Info (Helpful Contact Hints- English Speaking? If not, what language?)	English speaking