ACCESSING THE COMMUNITY DIRECTORY to UPDATE CONTACT INFORMATION

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

![INTRANET LOGIN](image)

To login to the Intranet, click on the Login button below and enter your CNetID along with your CNet password.

**Login with CNetID**

Forgot your CNetID and/or Password?

Security Notice: To safeguard your information, please close all browser windows after accessing the Booth Intranet to ensure you are completely logged out.

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

![CURRENT VIEWING ROLE: STUDENT FULL-TIME](image)

FACULTY & STAFF DIRECTORY | BOOTH CALENDAR | COMMUNITY DIRECTORY | RESERVE STUDY ROOM
**STEP 3:** Once in the Community Directory, click “My Account” which will allow you access to your personal data.

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

For all non EIP and AXIP 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 **

38027

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”.

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.