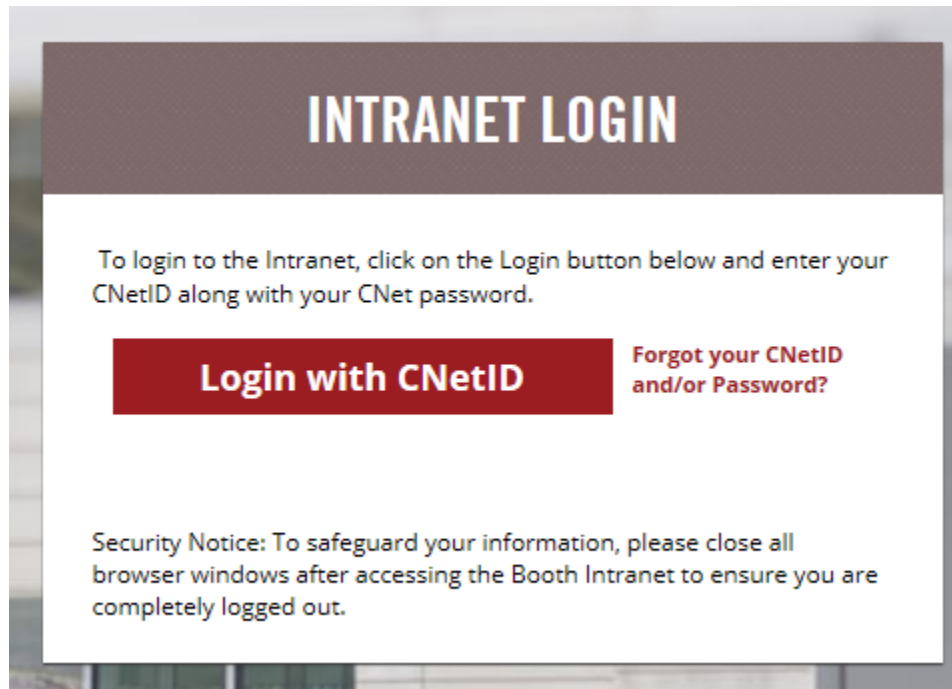


ACCESSING THE COMMUNITY DIRECTORY to UPDATE CONTACT INFORMATION

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 your name in the upper right, then click on **Edit Profile** which will allow you edit to your personal data.

CHICAGO BOOTH Phd Testbooth8

PERSONAL

Your Content

View Profile

Edit Profile

Preferences

Add-Ons

Jive Help

Log Out

Phd Testbooth8

Senior Technical Architect

ptestalias1@chicagobooth.edu.7stest.com

Add Your Photo

STEP 4: Click on **Your Profile** then **Contact Information** update your contact information.

Avatar & Photos **Your Profile** Privacy

Edit Profile Profile **Contact Information** Employment Education Interests Family

Email (Required): ptestalias1@chicagobooth.edu.7stest.com

Preferred Address Type (Required): Home address

Current Home / Local Address Street 1: 2242 Main st

Current Home / Local Address Street 2:

Current Home / Local Address Street 3:

Current Home / Local Address City: Lowell

Current Home / Local Address State: IN

Current Home / Local Address Zip Code: 46356-1835

Current Home / Local Address Country: United States



Instructions for Updating Contact Information in the Chicago Booth 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 in Attendance at Booth)

Please enter **IL** or **Illinois** as the *Current Home / Local Address State* and select **United States** as the country for your *Current Home / Local Country* for your U.S.-based Home Address.

Please select "Home Address" from the "Preferred Address Type" dropdown as your local, U.S.-based Home Address and include the address specifics in the *Current Home / Local Address* fields (see below,).

Photos	Your Profile	Privacy
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Edit Profile	Profile	Contact Information	Employment	Education	Interests	Family
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Email (Required):	<input type="text" value="FTStudent@ChicagoBooth.edu"/>
Preferred Address Type (Required):	<input type="text" value="Home address"/>
Current Home / Local Address Street 1:	<input type="text" value="5807 S Woodlawn Ave"/>
Current Home / Local Address Street 2:	<input type="text"/>
Current Home / Local Address Street 3:	<input type="text"/>
Current Home / Local Address City:	<input type="text" value="Chicago"/>
Current Home / Local Address State:	<input type="text" value="IL"/>
Current Home / Local Address Postal Code:	<input type="text" value="60637-1610"/>
Current Home / Local Address Country:	<input type="text" value="United States"/>

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

Non-US Permanent Address

Do not select this address from the "Preferred Address Type" dropdown or enter the address in the "Current Home / Local Address" fields. Only enter the *Non-U.S. Permanent Address* (i.e. your foreign residence address) here:

Non-U.S. Permanent Address 1:	<input type="text"/>	Foreign address information is required for student visa holders
Non-U.S. Permanent Address 2:	<input type="text"/>	
Non-U.S. Permanent Address 3:	<input type="text"/>	
Non-U.S. Permanent Address City:	<input type="text"/>	
Non-U.S. Permanent Address State:	<input type="text"/>	
Non-U.S. Permanent Address Postal Code:	<input type="text"/>	
Non-U.S. Permanent Address Country:	<input type="text" value="Select..."/>	

Telephone Information

Only a U.S.-based phone number should be used as the "Preferred Phone Type"; ALL international phone numbers should be entered in the "Other Phone" field.

Preferred Phone Type (Required):	<input type="text" value="Home Phone"/>	
Home Phone:	<input type="text"/>	Example 555.555.1212
Mobile Phone:	<input type="text"/>	Example 555.555.1212
Work Phone:	<input type="text"/>	Example 555.555.1212

Emergency Contact Information

Complete each data field providing the mobile 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 Contact Relationship (Required):	<input type="text" value="Select..."/>
Emergency Contact First Name (Required):	<input type="text"/>
Emergency Contact Last Name (Required):	<input type="text"/>
Emergency Contact Street 1 (Required):	<input type="text"/>
Emergency Contact Street 2:	<input type="text"/>
Emergency Contact Street 3:	<input type="text"/>
Emergency Contact City (Required):	<input type="text"/>
Emergency Contact State (Required):	<input type="text"/>
Emergency Contact Postal Code (Required):	<input type="text"/>
Emergency Contact Country (Required):	<input type="text" value="Select..."/>
Emergency Contact Email (Required):	<input type="text"/>
Emergency Contact Mobile Phone (Required):	<input type="text"/> (111.111.1111) format

Address Input Tips

The US Postal Services adheres to standard address formats which Chicago Booth uses to verify your domestic address information. Please visit the zip code look-up provided by the US Postal Service at https://tools.usps.com/go/ZipLookupAction_input (underscore between Action and input) if you are unsure how to list your local address.

When you enter an address into the zip code look up window, you may get a list of possible versions of the address. Please select the first option on the list. Addresses must contain the **ONLY** the following information:

- House or building number (e.g. 5512, 630, 1414)
- Direction indicator (S for South, N for North, E for East, and W for West)
- Number of name of street (e.g. 59th, WELLS, MICHIGAN)
- Type of street (ST for Street, AVE for Avenue, DR for Drive, BLVD for Boulevard)
- Apartment or room number (e.g. APT 3B, APT 1142, RM 513)
- City (e.g. CHICAGO, EVANSTON, HAMMOND)
- State (IL for Illinois, IN for Indiana)
- Zip code (e.g. 60637)
- **DO NOT** add building or dormitory names even if it would appear to clarify your location.