

Updating your Address or Phone Number in CSU Express

As a current student, you can update your Permanent Address (PR) or Mailing Address (MA) in CSU X-PRESS via Cougar Connect. We recommend checking your current address and phone numbers in the system to be sure we have the correct info on file.

Step 1

Go to **Cougar Connect**: <https://cougarconnect.csu.edu/>

Enter in your **CSU email user name** and **password**. Click “login.”

Step 2

Once you have logged in, you should be on the “Home” tab of Cougar Connect. Scroll down to the bottom of the page where you can find the menu for “Personal Information” → “Update Addresses and Phones.”

This will take you to CSU Express where a page will display a list of the available address(es) and phone number(s) assigned to your account.

Note: If you do not see a permanent or mailing address, scroll down to the bottom of the screen and use the drop down menu to add one or more types. Shown here:

RELEASE: 8.7

Step 3

To update or change an address you already have in the system, click on the **blue link** for “Current” or “Primary”

Click to update or change the address

Addresses and Phones

Permanent	Phones
Current: Jun 18, 1998 to (No end date) 8709 S Saginaw Ave Chicago, Illinois 60617-2425 Cook	Primary: 773-9787945

Type of Address to Insert:

RELEASE: 8.7

Once you have selected an address type to add/change/update, you will see an online address form. **Pay attention to the required fields.**

Update Address(es) and Phone(s) - Update/Insert

When updating or inserting an address, Address Line 1, City, State/Province, and ZIP/Postal Code are required fields; all other fields are optional. If you are entering a foreign address, Address Line 1, City, and Nation are required. Unlisted phone numbers will not be published.

Mailing

Valid From This Date:MM/DD/YYYY *REQUIRED

Until This Date:MM/DD/YYYY

Address Line 1: *REQUIRED

Address Line 2:

Address Line 3:

City: *REQUIRED

State or Province: *REQUIRED

ZIP or Postal Code: *REQUIRED

County:

Nation: *REQUIRED FOR INTERNATIONAL ADDRESS

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

Do not forget to add the primary phone number associated with the address:

Enter the area code (i.e. 708)
Enter entire 8 digit number in the Phone Number field.
Do not use the Ext. field.

Click ‘Submit’ to confirm the change; if not, the information will not get saved and your address will not be updated.

If you have questions about updating your address, please contact the Registrar’s office at CSU-Registrar@csu.edu

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS:

It is important to know that you should NEVER change your permanent international address to your mailing address. Both your permanent address AND your mailing address need to be in the system and they should not match one another.