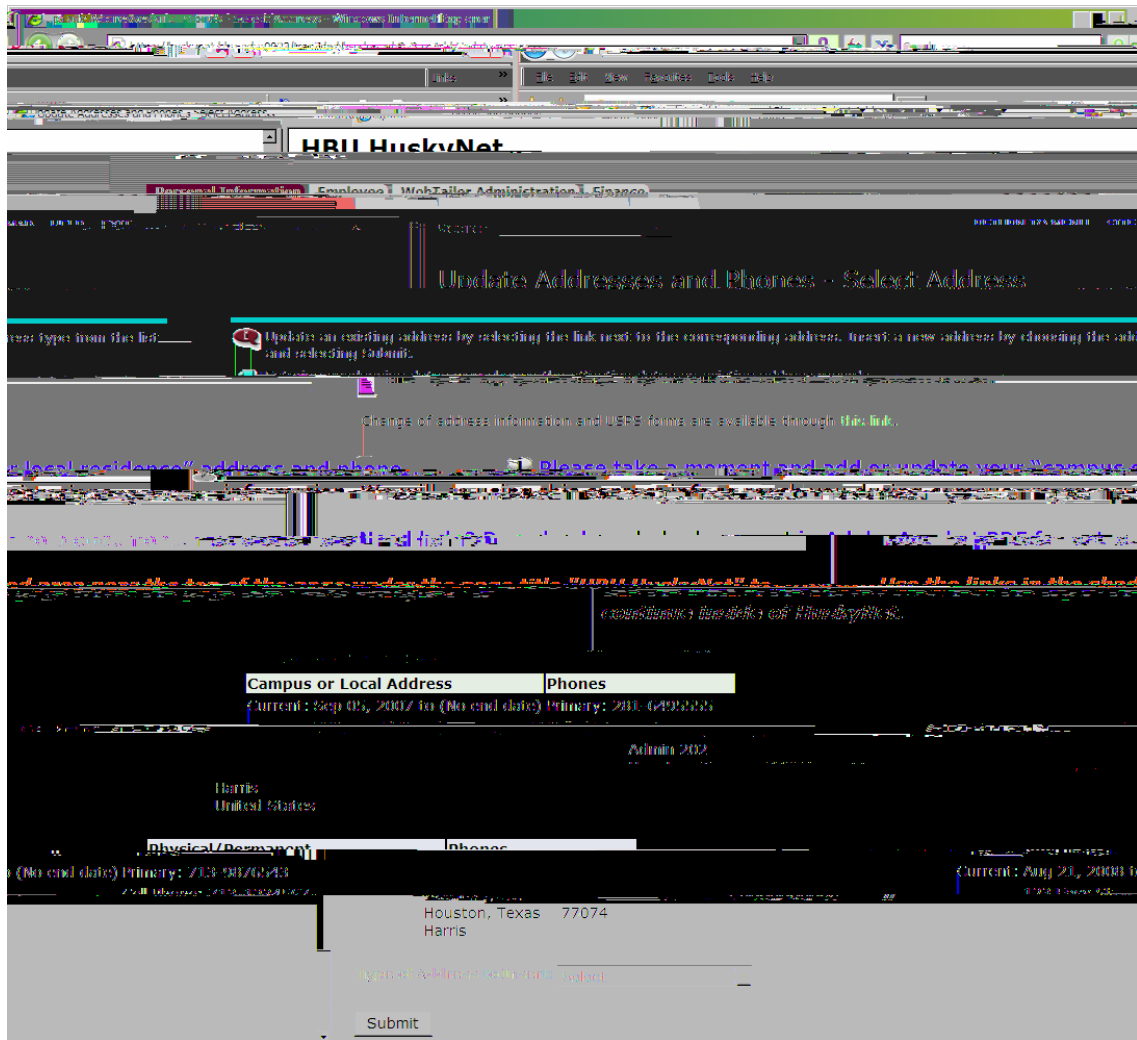# Updating Your HBU Contact Information

It's important to keep your HBU contact information updated.

Rev 2.1; 9/8/2008

You should be on the following web page in your browser:


If you do not see a "Campus or Local Address" displayed, you need to create one. Follow the instructions in the **Create Campus or Local Address** section below.

If a "Campus or Local Address" is displayed, make sure you have a Primary phone number listed and a Cell Phone number listed if one is available, and make sure they are correct. If you need to add a number or change an existing number, follow the instructions in the **Changing an Existing Campus or Local Address** section below.

PLEASE DO NOT CHANGE ANY OTHER ADDRESS OR PHONE INFORMATION AT THIS TIME. If you notice other errors, contact the Registrar's office if you are a student, or the HR office if you are an employee of the university.
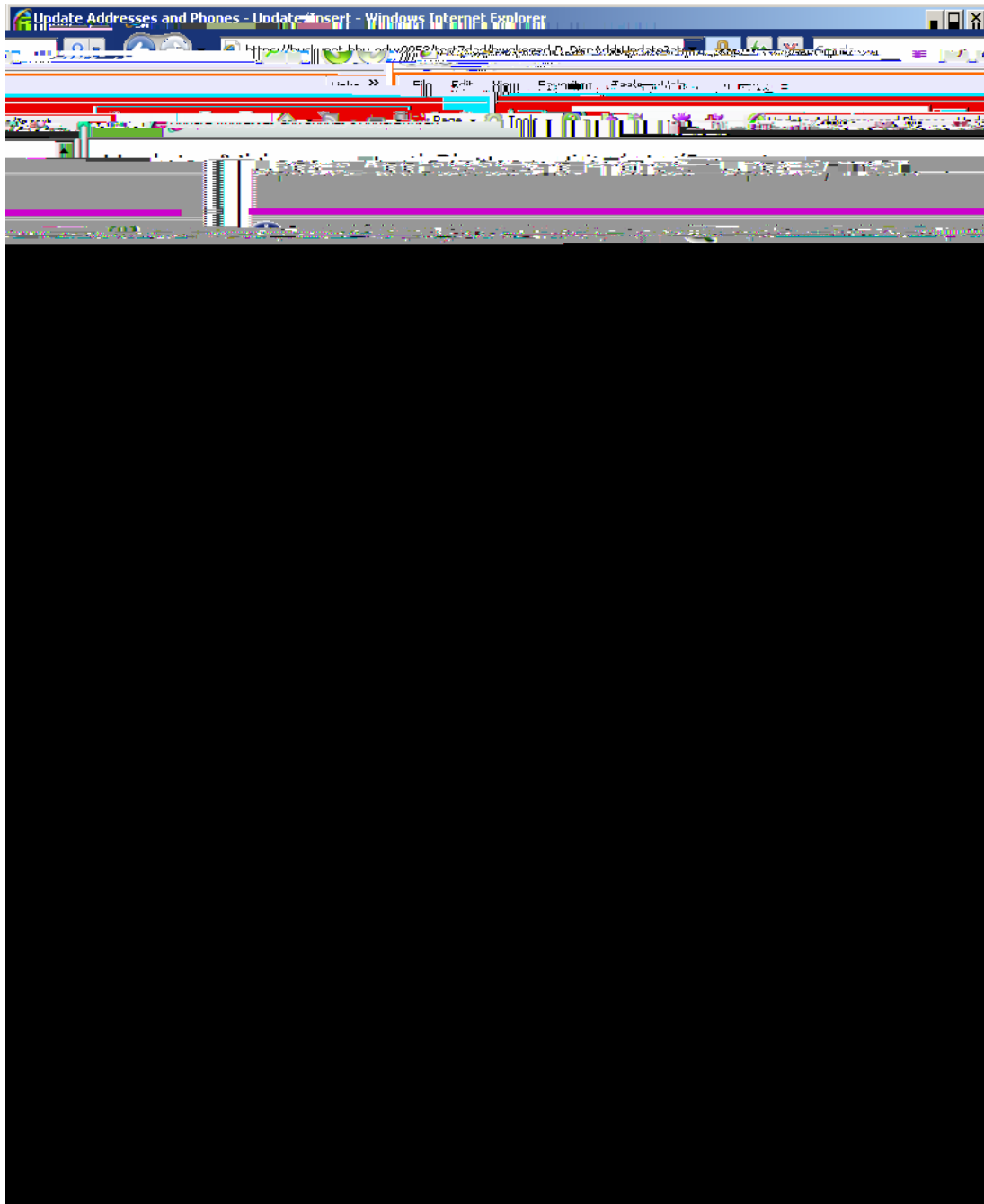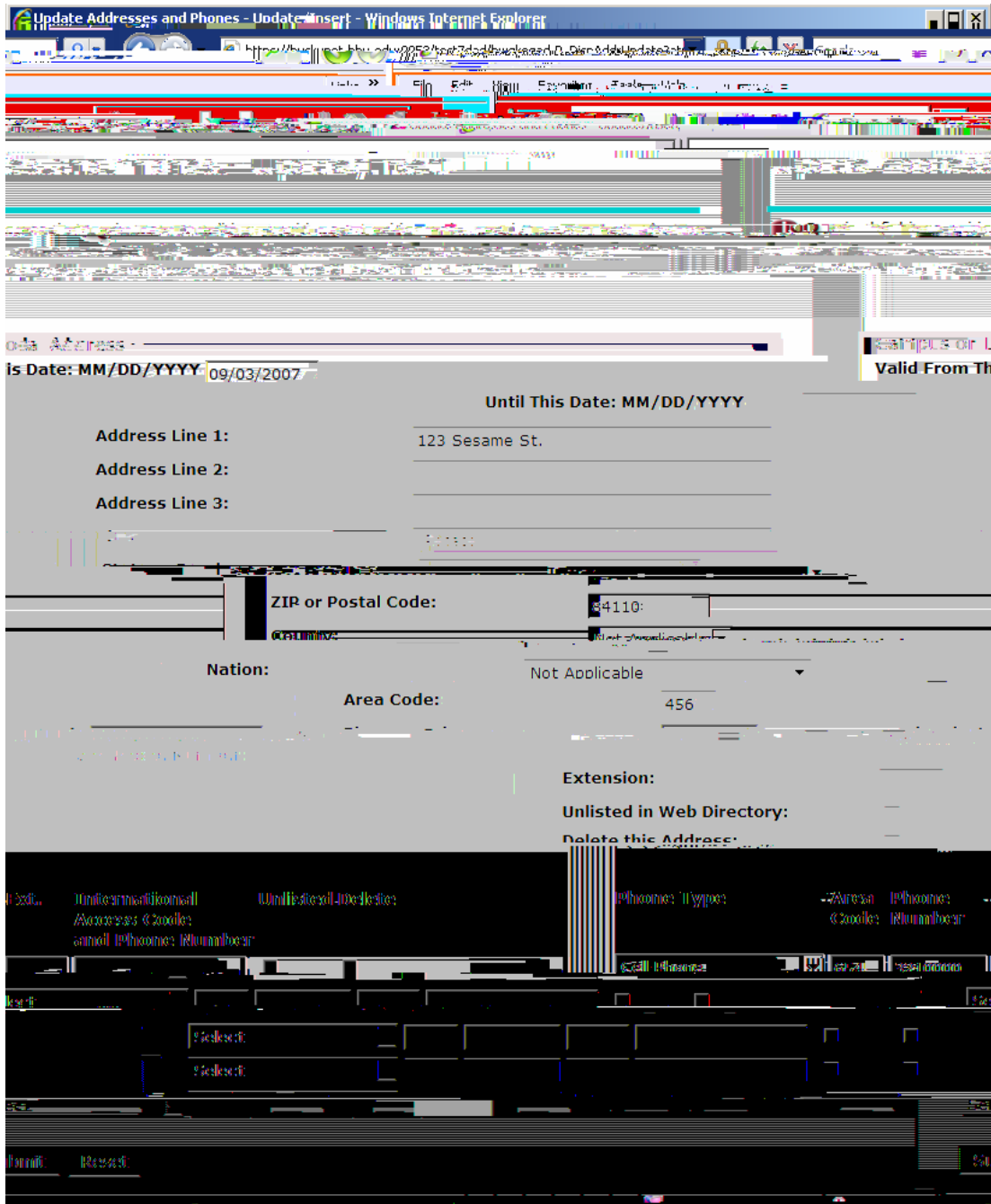
Create Campus or Local Address
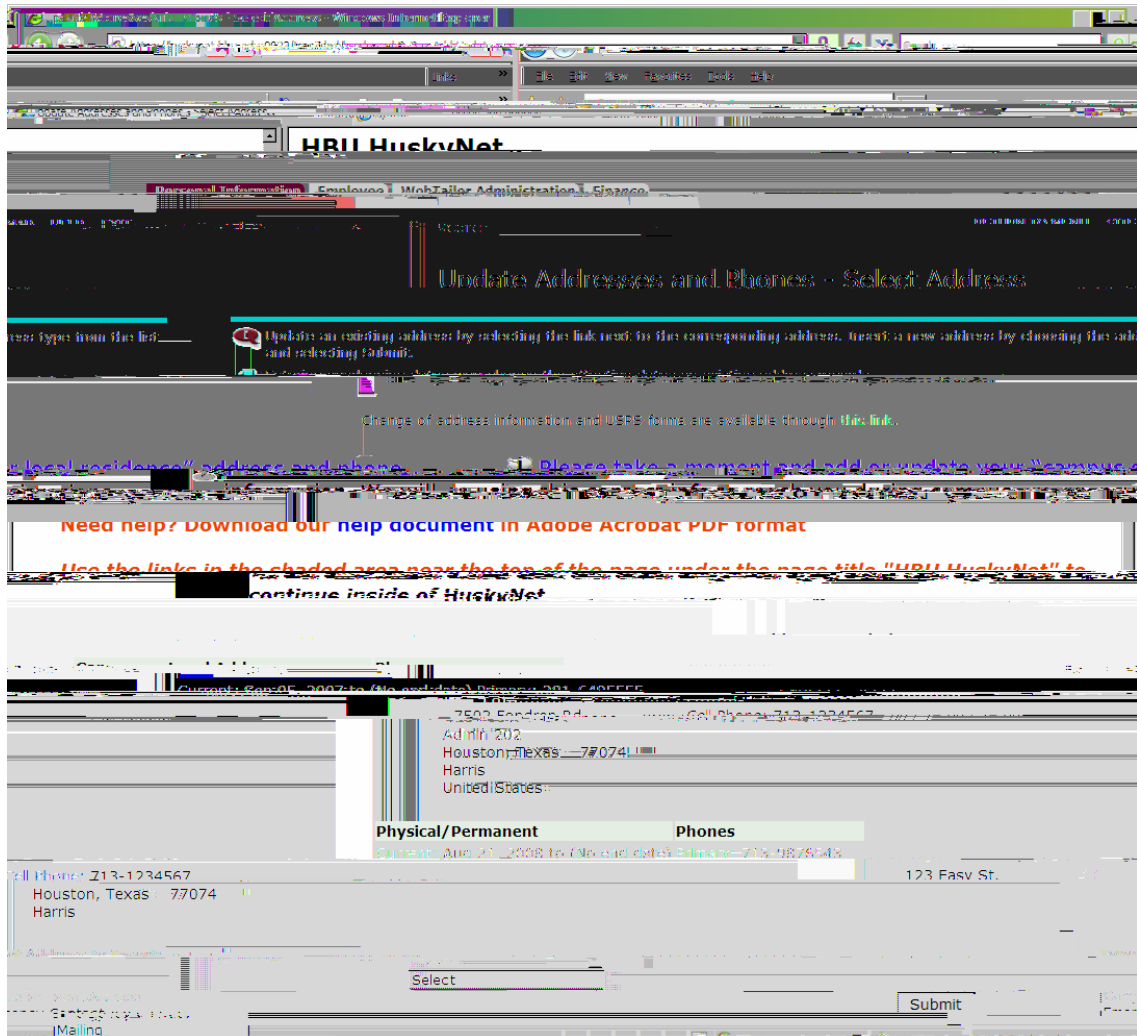
1. Select the Campus or Local Address in the Address Type drop-down list, then click the Submit button
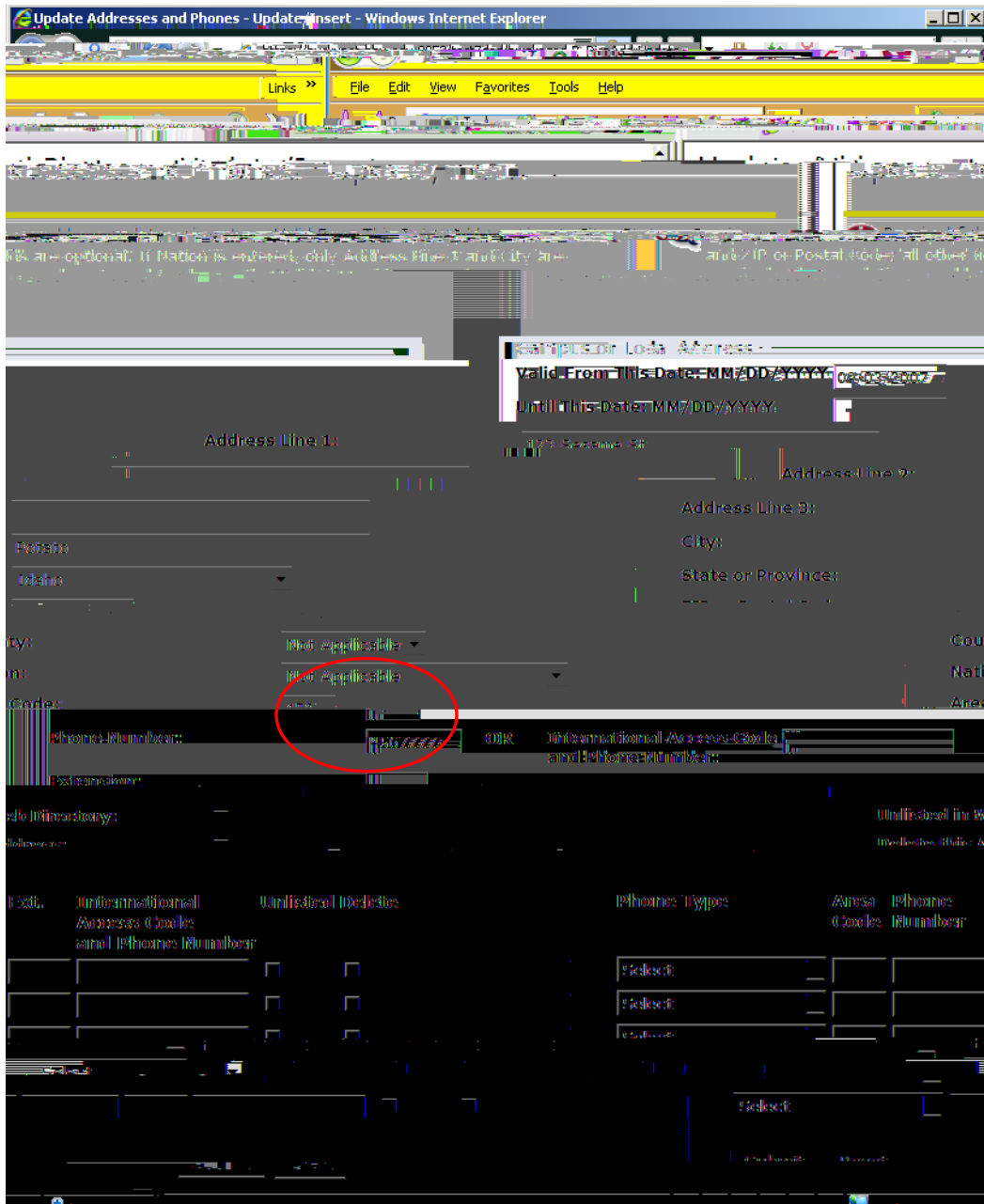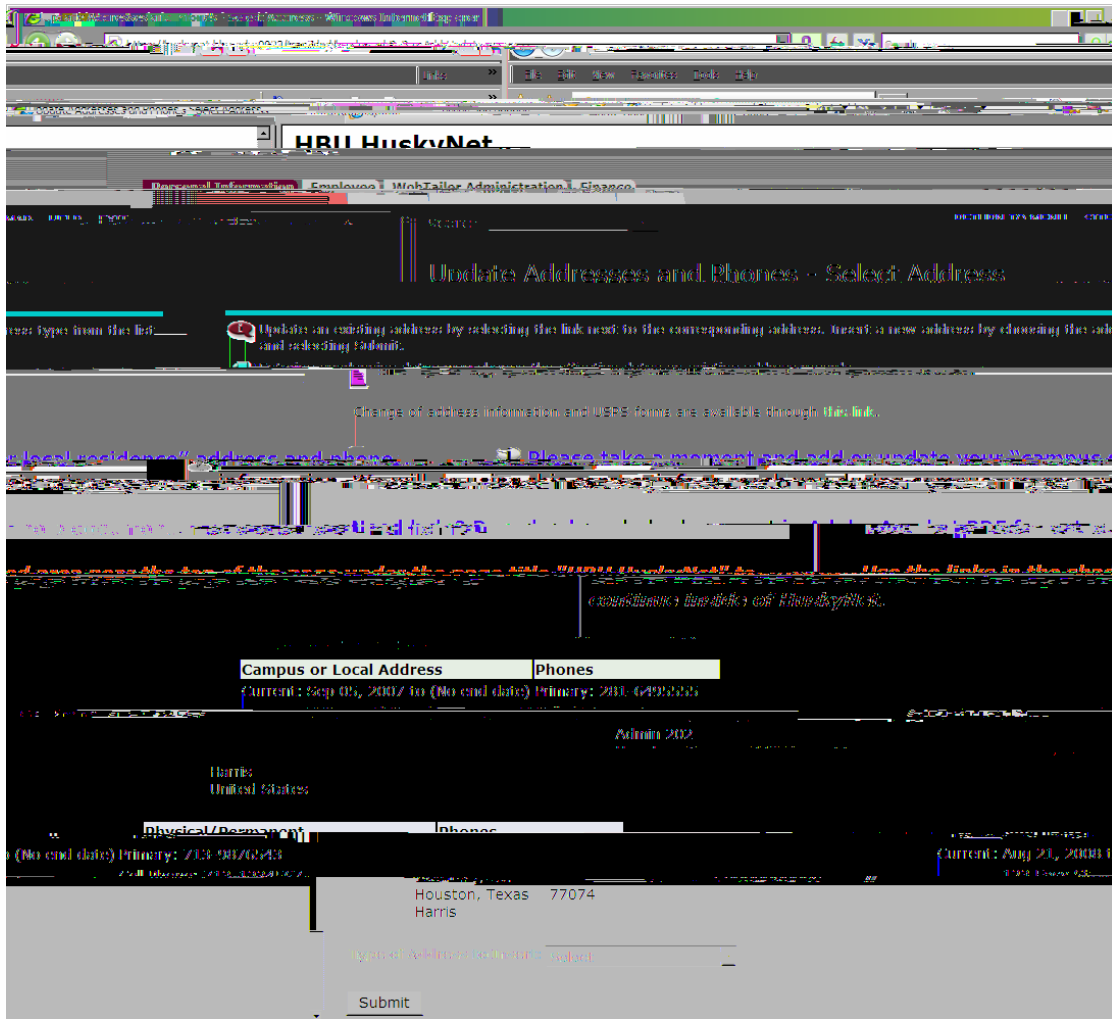
2. Follow the instructions at the top of the web page. Enter your preferred (a.k.a. "primary") phone number in the Area Code and Phone Number fields.

3. If you have a cell/mobile phone, select that Phone Type from the first drop-down list, then enter your cell phone number in the Area Code and Phone Number fields in that row.

4. **NOTE** HBU will only use this number when it is imperative that you be reached by phone and we will not give this number out to any person or entity outside of the university.

is Date: MM/DD/YYYY 09/03/2007

Valid From Th

Until This Date: MM/DD/YYYY

Address Line 1: 123 Sesame St.

Address Line 2:

Address Line 3:

ZIP or Postal Code: 54110

Nation: Not Applicable

Area Code: 456

Extension:

Unlisted in Web Directory:

Delete this Address:

5. Click the Submit button at the bottom left of the page when all information has been entered.

Update Addresses and Phones – Select Address

Campus or Local Address | **Phones**

Admin 202

Harris
United States

Physical/Permanent | **Phones**

Houston, Texas   77074
Harris

Submit

6. You will be brought back to the Display/Select Address Page and should now see a Campus or Local Address there.

7. You can exit Huskynet or continue inside it to other areas.

Changing an Existing Campus or Local Address

HBU HuskyNet

Personal Information   Employee   WebTailor Administration   Finance

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT
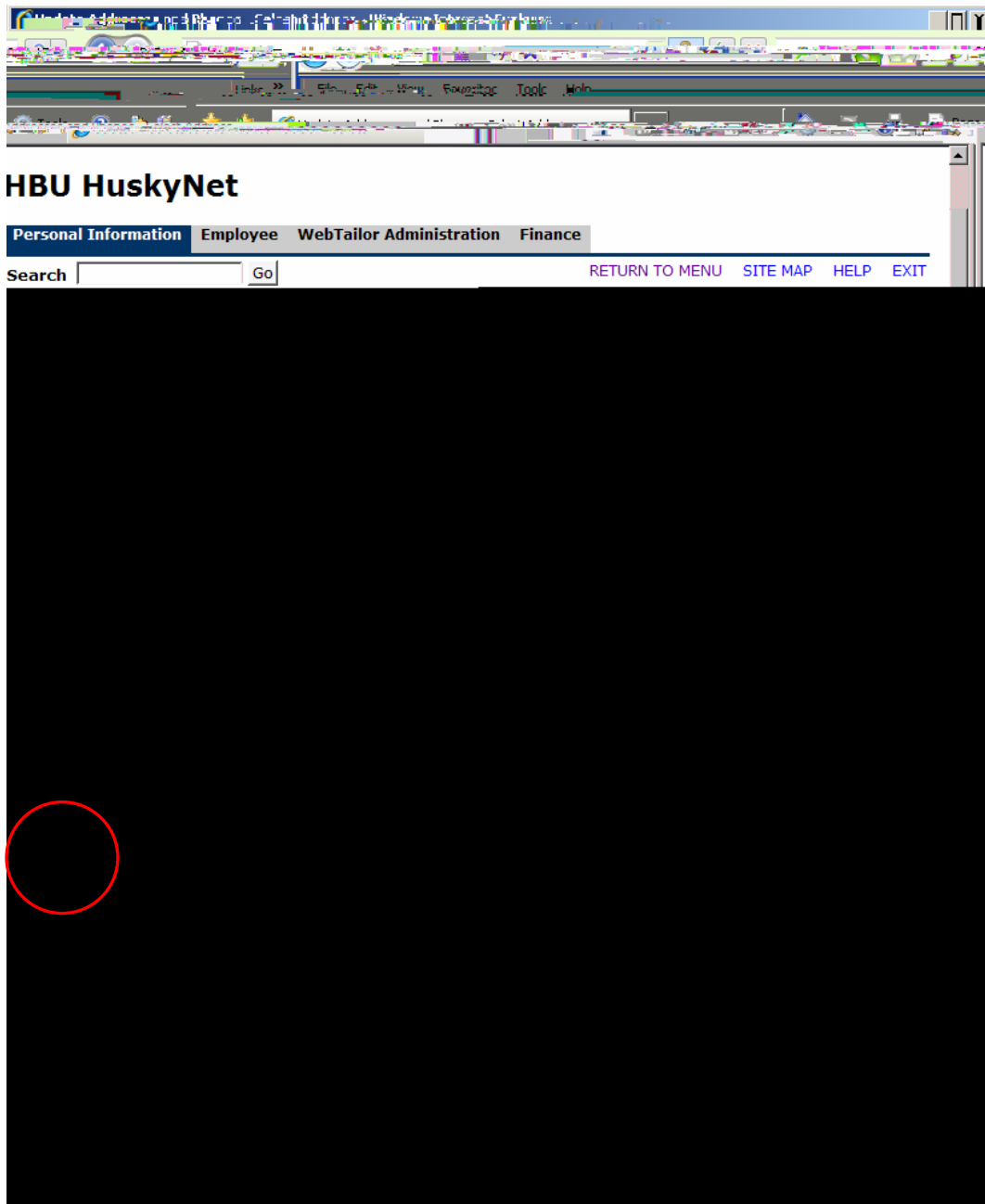
1. If your Primary or Cell Phone number is missing or incorrect, click on the Current hyperlink under the Campus or Local Address section of the page
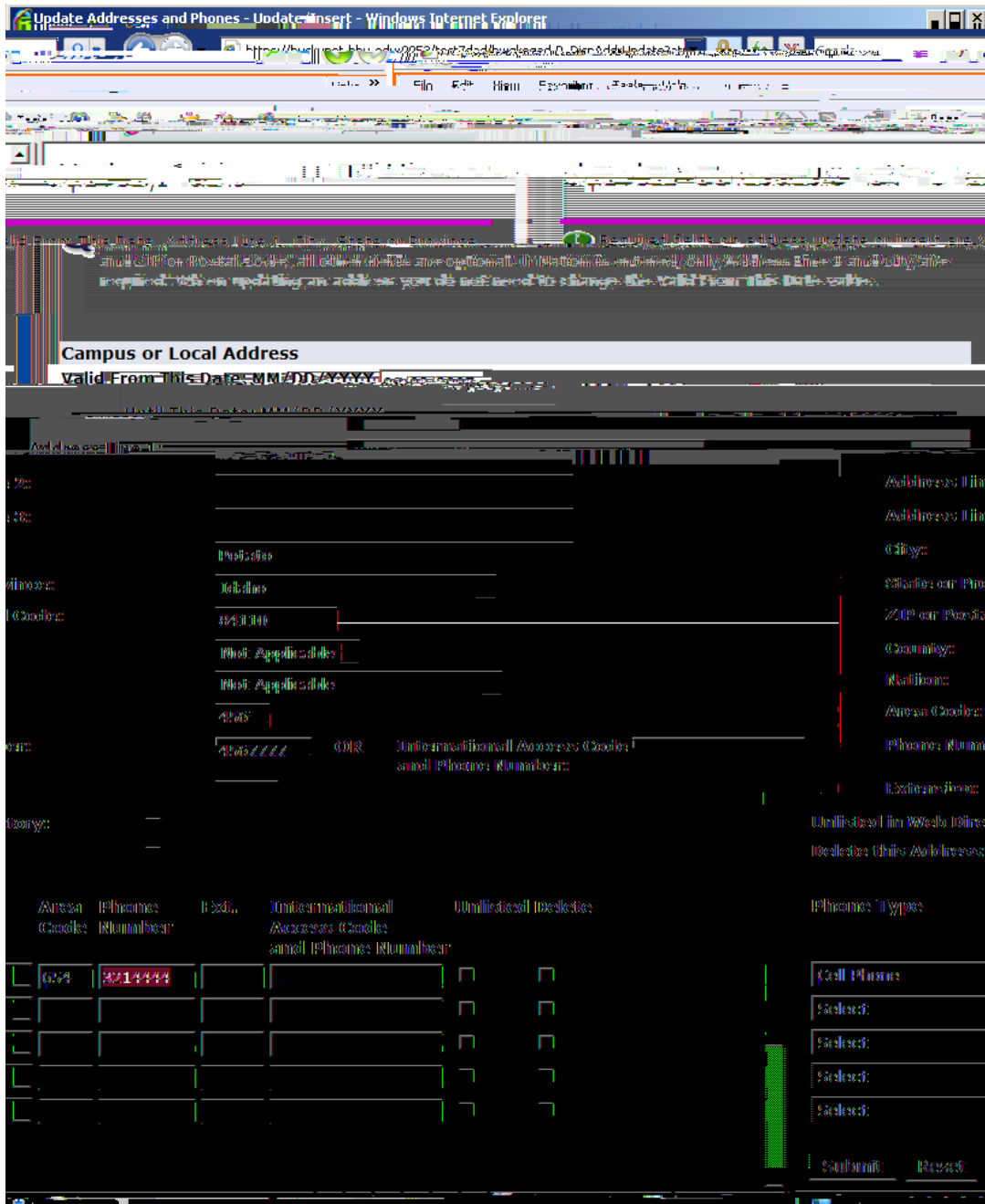
2. Add or correct the preferred (a.k.a. primary) phone number fields in the middle of the page, or add or correct you cell phone information in the list of phone numbers towards the bottom of the page. Click the Submit button on the bottom, left of the page when you have finished changing data.
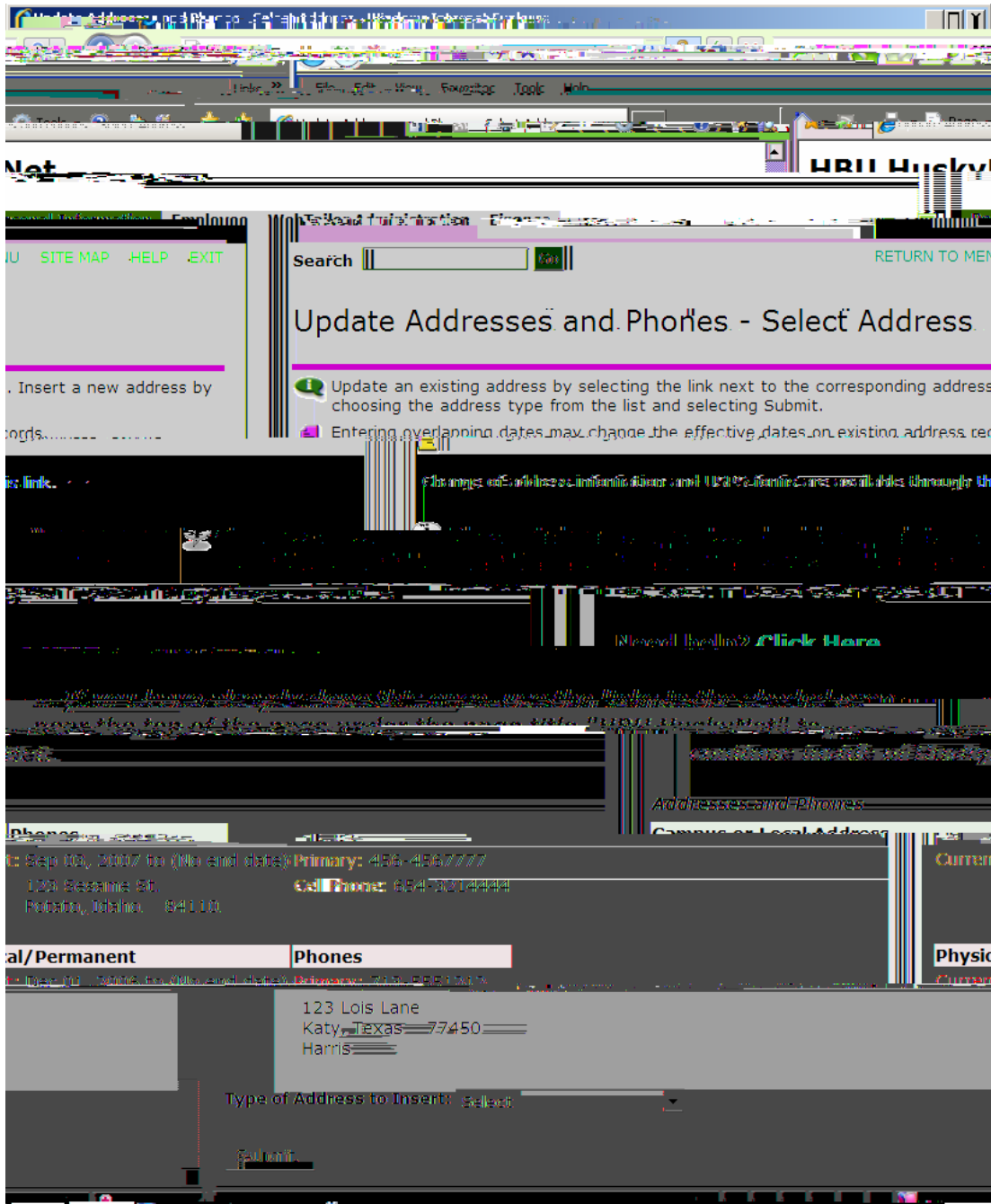
3. You will return to the Display/Select Address page and should see you phone information updated under the Campus or Local Address section.

4. You can exit Huskynet or continue inside it to other areas.