

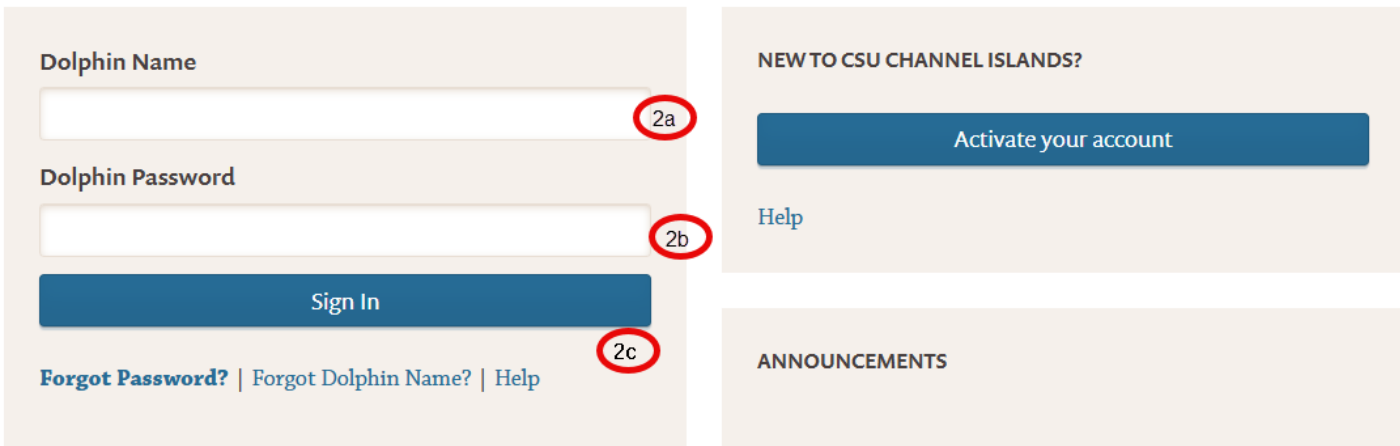
How to Update Your Personal Contact Information

NOTE: If you are a current or past staff member, faculty member, or student assistant, this will not update your contact information with Human Resources and Payroll. Please be sure to also update your information in the Human Resources office to ensure you get your employee information such as W-2s at the end of the year.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page:
 - a. Enter your Dolphin Name* (ex. first.last###)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

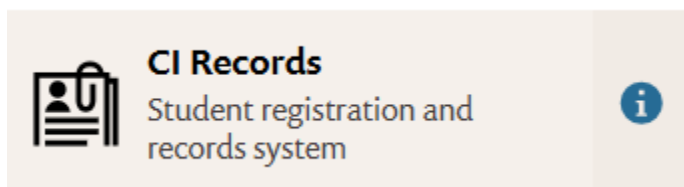
*Both are case sensitive.

Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

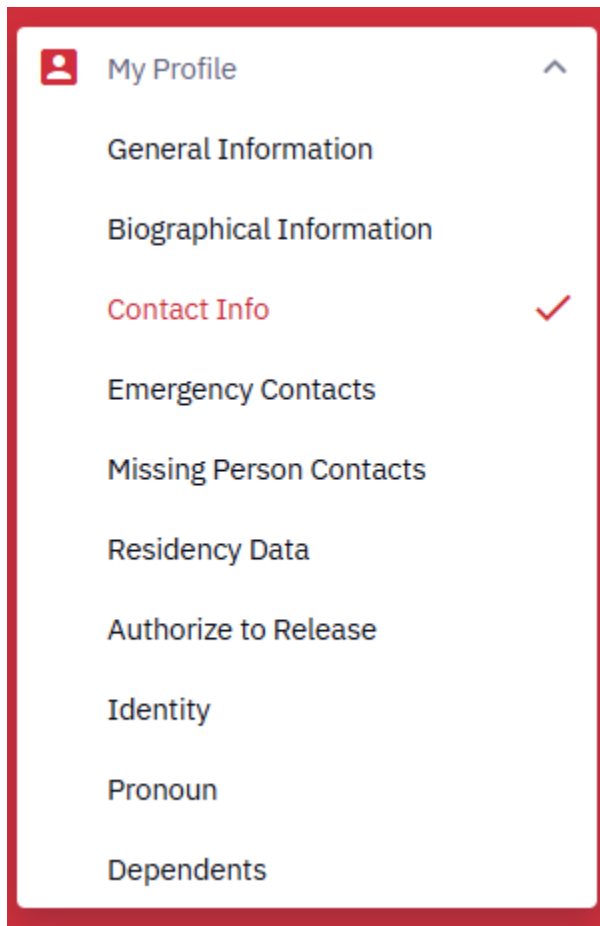


The screenshot shows the myCI sign-in interface. On the left, there are two input fields: 'Dolphin Name' (annotated with 2a) and 'Dolphin Password' (annotated with 2b). Below these is a blue 'Sign In' button (annotated with 2c). At the bottom left are links for 'Forgot Password?', 'Forgot Dolphin Name?', and 'Help'. On the right, there is a section titled 'NEW TO CSU CHANNEL ISLANDS?' with a blue 'Activate your account' button and a 'Help' link. Below that is an 'ANNOUNCEMENTS' section.

3. Once you are logged into myCI, click on **CI Records**



4. Once you are in the Dashboard, in the “My Profile” section, use the drop down and select “Contact Info” to update "Addresses", "Email Addresses", or "Phone Numbers" and click on the writing tool button or three dots to the right. You can also edit your Emergency Contact Information from the link above the drop down.



5. To edit your address, click on the writing tool button. To add a new address, click on the “Add Address” button and follow the steps from there.

A screenshot of the 'Addresses' section within the 'Contact Info' tab. At the top, there are five tabs: 'General Info', 'Biographical Info', 'Contact Info' (active), 'Emergency Contacts', and 'Missing Person Contacts'. Below the tabs, the 'Addresses' section has a title and two buttons: 'Add Future Address' (with a dropdown arrow) and 'Add Address' (with a dropdown arrow). Below these are four address input fields: 'Home:', 'Mailing:', 'On-Campus:', and 'Office:'. Each field has a text input area and a small blue pencil icon to its right for editing. A large black arrow points to the 'Add Address' button.

6. To edit your Phone Number, make the changes and then click on the Save button.

To add a new Phone Number, click on the "Add Phone Number" button and follow the steps from there.

Phones

Business:

Mobile:

Home: **PREFERRED**

On-Campus:

Add Phone Number ▾

7. To edit your personal Email address, make the Changes and then click on the Save button.

To add a new Email address, click on the "Add Email" button and follow the steps from there.

Emails

Business:

Home: **PREFERRED**

On-Campus:

Add Email ▾

8. To edit your personal Emergency Contacts, in the "My Profile" section, use the drop down and select "Emergency Contacts".

To add a new Emergency Contact, click on the "Add Emergency Contact" button and follow the steps from there.

My Profile

General Information

Biographical Information

Contact Info

Emergency Contacts ✓

Missing Person Contacts

Residency Data

Authorize to Release

Identity

General Info Biographical Info Contact Info **Emergency Contacts** Missing Person Contacts

Emergency Contacts

Add Emergency Contact ▾

Contact Information:

Contact's Address:

Contact's Phone:

Mobile Phone: