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

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Entering overlapping dates may change the ef	fective dates on ex	xisting address records.			
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Campus or Local Address Dhone	c				
Current: Sep 05, 2007 to (No end date) Primary 7502 Fondren Rd. Cell Pho Admin 202 Houston, Texas 77074 Harris United States	: 281-6495555 me: 713-1234567	7			
Physical/Permanent Phone	5				
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123 Easy St. Cell Pho Houston, Texas 77074 Harris	me: 713-1234567	7			
Type of Address to Insert: Select	•				
Submit Select Campus or Local Addre Emergency Contact	ess				
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1. Select the Campus or Local Address in the Address Type drop-down list, then click the Submit button

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Address Line 3:				
City:	Potato			
State or Province:	Idaho			
ZIP or Postal Code:	84110			
County:	Not Applicat	ole 💌		
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Area Code:	456	$\mathbf{)}$		
Phone Number:	4567777	OR Internat	tional Access Code	
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Unlisted in Web Directory:				
Delete this Address:				
Phone Type Area Code	Phone Ext. Number	International Access Code and Phone N	Unlisted Delete	
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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.

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Campus or Local Address		
Valid From This Date: MM/DD/YYYY 09/03/2007		
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Address Line 1: 123 Sesame St.		
Address Line 2:		
Address Line 3:		
City: Potato		
State or Province:		
ZIP or Postal Code:		
County: Not Applicable		
Nation: Not Applicable		
Select Billing 456		
Business or Work 4567777 OR International Access Code		
Cell Phone and Phone Number:		
Emergency Contact		
Fax - Home y:		
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Parents Code Number Access Code		
Physical/Permanent and Phone Number		
Select		
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- 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.

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Until This Date: MM/DD/YYYY	
Address Line 1: 123 Sesame St.	
Address Line 2:	
Address Line 3:	
City: Potato	
State or Province:	
ZIP or Postal Code: 84110	
County: Not Applicable 💌	
Nation: Not Applicable	
Area Code: 456	
Phone Number: 4567777 OR International Access Code and Phone Number:	
Extension:	
Unlisted in Web Directory:	
Delete this Address:	
Phone Type Area Phone Ext. International Unlisted Delete Code Number Access Code and Phone Number	
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5. Click the Submit button at the bottom left of the page when all information has been entered.

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Entering overlapping dates may char	ige the effective dates on exi	visting address records.	
Change of address information and USPS	5 forms are available through	this link	
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🞐 Please take a moment a	nd add or update yo	our "campus or local residence" address and phone	
information. We will be	using this contact in	info to reach you during campus emergency situation	s.
Need help? Download ou	ur help document ir	n Adobe Acrobat PDF format	
Use the links in the shace	led area near the to Not	op of the page under the page title "HBU HuskyNet" t	0
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Addresses and Phones			
Campus or Local Address	Phones		
Current: Sep 05, 2007 to (No end date	.) Primary: 281-6495555	7	
Admin 202	Cell Phone: /13-123456/		
Houston, Texas 77074			
United States			
Physical/Permanent	Phones		
Current: Aug 21, 2008 to (No end date	e li pl		
123 Easy St. Houston, Texas 77074	Cell Phone: /13-123456/		
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Type of Address to Insert:			
The states to model Select			
Submit			
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- 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

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Addresses and Phones	-					
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123 Sesame St. Potato, Idaho 84110	Cell Phone: 6	54-3210000				
Physical/Permanent	Phones					
Current: Dec 01, 2006 to (No end date) 123 Lois Lane Katy, Texas 77450 Harris	Primary: 713	-5551212				
Type of Address to Insert: Select	•	1				
Submit						•
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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

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Update Addresses and Phones - Update/Insert	<u> </u>
Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Prov and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City a required. Wh en updating an address you do not need to change the Valid From This Date value.	ince, re
Campus or Local Address	
Valid From This Date: MM/DD/YYYY 09/03/2007	
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Address Line 1: 123 Sesame St.	
Address Line 2:	
Address Line 3:	
City: Potato	
State or Province:	
ZIP or Postal Code: 84110	
County: Not Applicable	
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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.

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Change of address information and USPS forms are available through this link.	
 Please take a moment and add or update your "campus or local residence" address and phone information. We will be using this contact info to reach you during campus emergency situations. Need help? Click Here If you have already done this once, use the links in the shaded area near the top of the page under the page title "HBU HuskyNet" to continue inside of HuskyNet. 	
Addresses and Phones	
Campus or Local Address Phones	
123 Sesame St. Cell Phone: 654-3214444 Potato, Idaho 84110	
Physical/Permanent Phones	
Current: Dec 01, 2006 to (No end date) Primary: 713-5551212 123 Lois Lane Katy, Texas 77450 Harris	
Type of Address to Insert: Select	
Submit Submit	<u>▼</u> 0% ▼ //

- 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.