
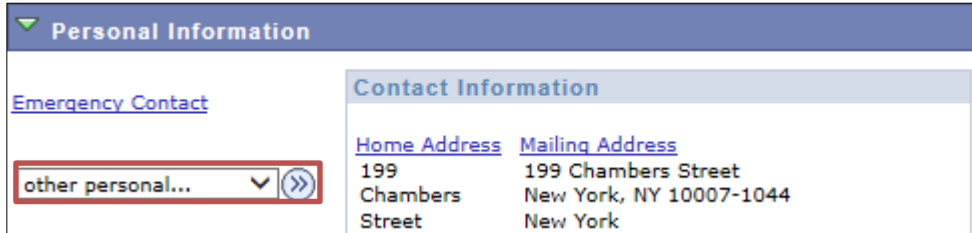


## [How to Change Address/Phone Number/Email Address](#)

- Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
- Select **HR/Campus Solutions**, then **Self Service** followed by **Student Center**


### **To Change Address:**

1. In the **Personal Information** section (towards the bottom), click **Other Personal** drop down and select Addresses and click the Go  icon



**Personal Information**

[Emergency Contact](#)

**other personal...** 

**Contact Information**


[Home Address](#)   [Mailing Address](#)

199 Chambers Street   199 Chambers Street  
New York, NY 10007-1044   New York, NY 10007-1044  
New York   New York

2. Click Edit next to Home/Mail/Billing Address Type†

Address Type	Address	
Home	199 Chambers Street New York, NY 10007-1044 New York	<a href="#">edit</a>
Mail	199 Chambers Street New York, NY 10007-1044 New York	<a href="#">edit</a>
Billing	199 Chambers Street New York, NY 10007-1044 New York	<a href="#">edit</a>

3. Enter new address information and Press OK (*ensure to include any apartment #s, floors, private house, etc.*)



Country: United States [Change Country](#)

Address 1: 70 Murray Street

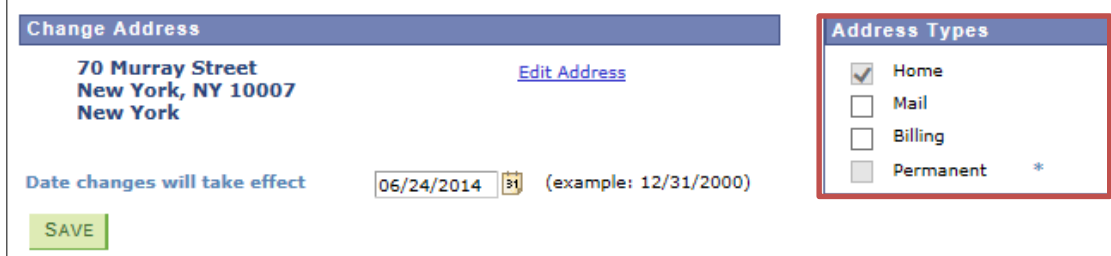
Address 2:

Address 3:

City: New York   State: NY  New York   Postal: 10007


County: New York

4. You will be prompted to verify information as well select the other address types you wish to be updated



**Change Address**

70 Murray Street   [Edit Address](#)  
New York, NY 10007  
New York

Date changes will take effect: 06/24/2014  (example: 12/31/2000)

**Address Types**

Home

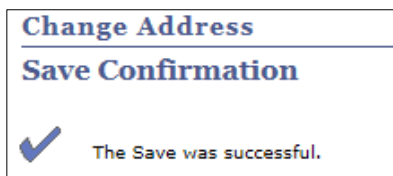
Mail

Billing

Permanent \*


**\* Changes to the Permanent Address Type must be done at the Registrar's Office.**

5. After verifying information & selection other address types, press **SAVE**
6. You will receive confirmation that it was successful.



**Change Address**

**Save Confirmation**

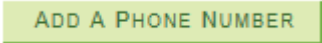

 The Save was successful.

### To Change Phone Number:

You can return to your **Student Center** and repeat Step 3 and select **Phone Numbers** from the **Other Personal** drop down

Or you can click on the Phone Numbers Tab

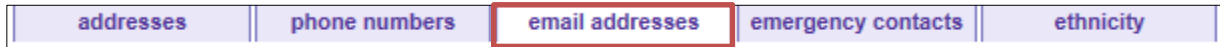


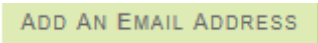

1. Enter new phone number
2. You can also add additional numbers by selecting 
3. Ensure you click on the **Preferred** check box   next to the phone type you wish you to be reached at.
4. Press SAVE
5. You will receive confirmation that it was successful.

### To Change Email Address:

You can return to your **Student Center** and repeat Step 3 and select **Email Addresses** from the **Other Personal** drop down

Or you can click on the Email Addresses Tab



1. Enter new email address
2. You can also add additional email address types by selecting 
3. Ensure you click on the **Preferred** check box   next to the email address type you wish to receive emails.
4. Press SAVE
5. You will receive confirmation that it was successful.

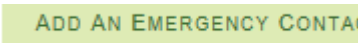
### To Add/Change Emergency Contacts:

1. You can return to your **Student Center** and click on the Emergency Contact link



Or you can click on the Emergency Contacts Tab



2. Select 
3. Provide Contact Name and Relationship

Emergency Contact Detail	
*Contact Name	<input type="text" value="John Doe"/>
*Relationship	<input type="text" value="Sibling"/>

4. Provide Contact's Address and/or Phone Number.
5. Press SAVE. You will receive confirmation that it was successful.
6. To change Emergency Contact, click on Edit

Primary Contact	Contact Name	Relationship	Phone	Extension	Country	
<input checked="" type="checkbox"/>	<a href="#">John Doe</a>	Sibling	718/123-4567			<a href="#">edit</a>

7. Enter new Emergency Contact information and Press SAVE