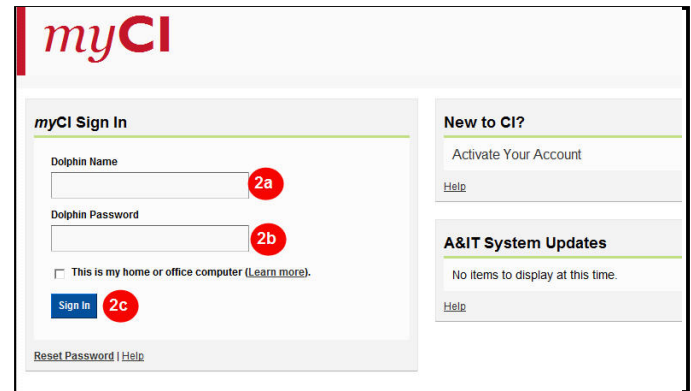# How to Update Your Personal Contact Information

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###)
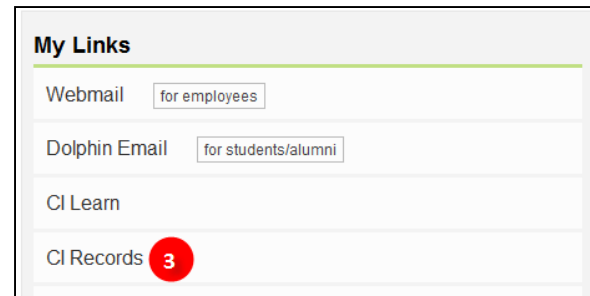   b. Enter your Dolphin Password*
   c. Click on "Sign in" to log in.
   *Both are case sensitive.
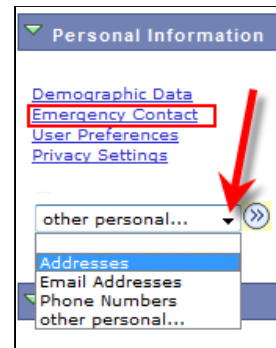   Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

3. Once you are logged into myCI, click on **CI Records** in the *My Links* section.
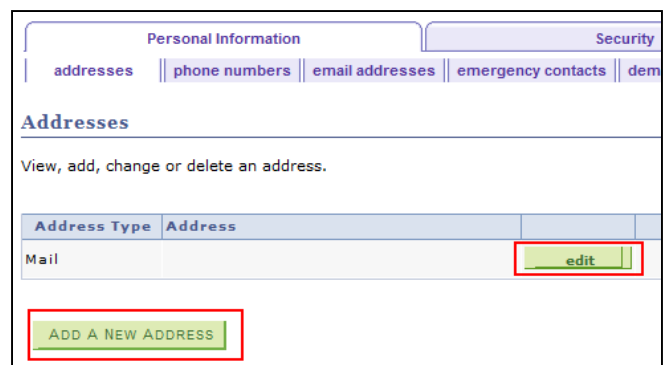
4. Once you are in the Student Center, in the Personal Information section, use the drop drop and select "Addresses", "Email Addresses", or "Phone Numbers" and click on the go icon. You can also Edit your Emergency Contact Information from the link above the drop down.

5. To Edit your address, click on the Edit button. To add a new Address, click on the "Add A New Address" button and follow the steps from there.

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 A New Phone Number" button and follow the steps from there.

Personal Information | **Security**

addresses || phone numbers || email addresses || emergency contacts || demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Home				☐	delete
Mailing				☑	delete

ADD A PHONE NUMBER

SAVE

* Required Field

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 A New Email Address" button and follow the steps from there.

Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home	@ .com	☑	delete
On-Campus	@myci.csuci.edu	☐	delete

ADD AN EMAIL ADDRESS

SAVE

* Required Field

8. To Edit your personal Emergency Contacts, Click on Edit and follow the steps from there. To add a new Emergency Contact, click on the "Add A New Emergency Contact" button and follow the steps from there.

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
☑		Other				edit	delete

ADD AN EMERGENCY CONTACT

SAVE

To update other demographic information,
please visit the Enrollment Center.

To Request an Official Name Change, please visit the web site for instructions:
http://www.csuci.edu/records-registration/namechange.htm