# 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.

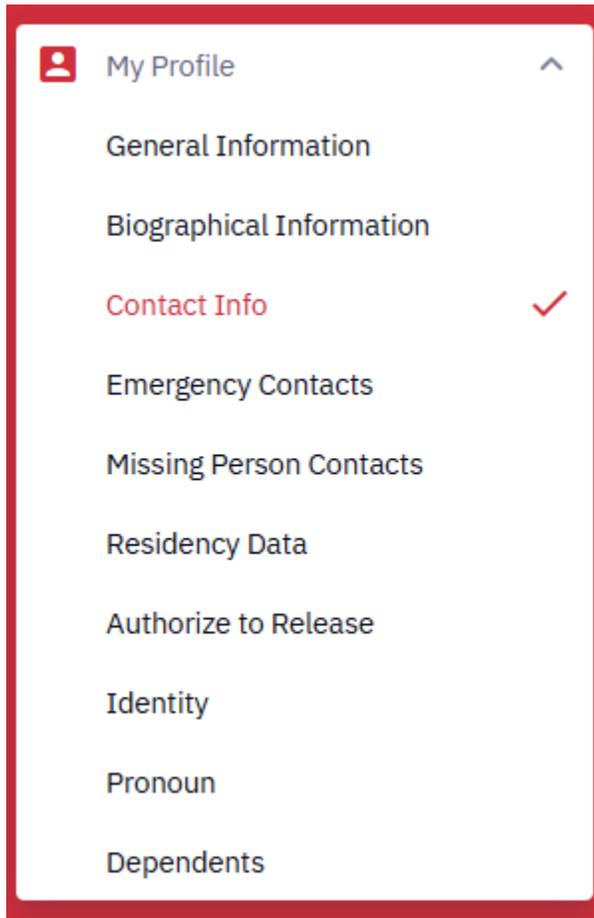Note: New students must click on the "Activate Your Account" link and follow the instructions from there.
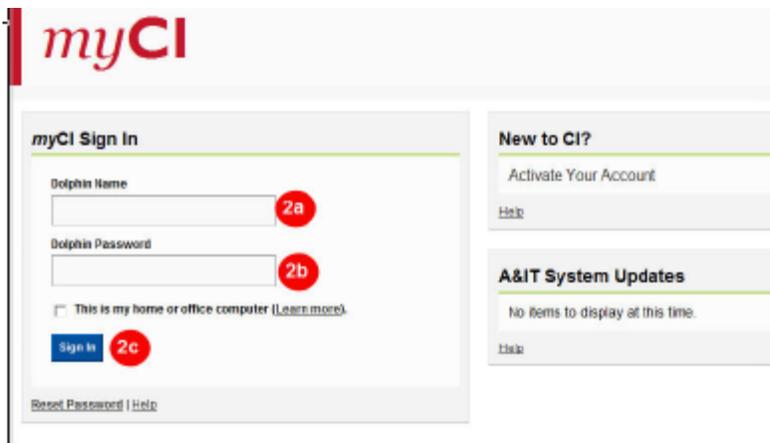
3. Once you are logged into myCI, click on **CI Records**

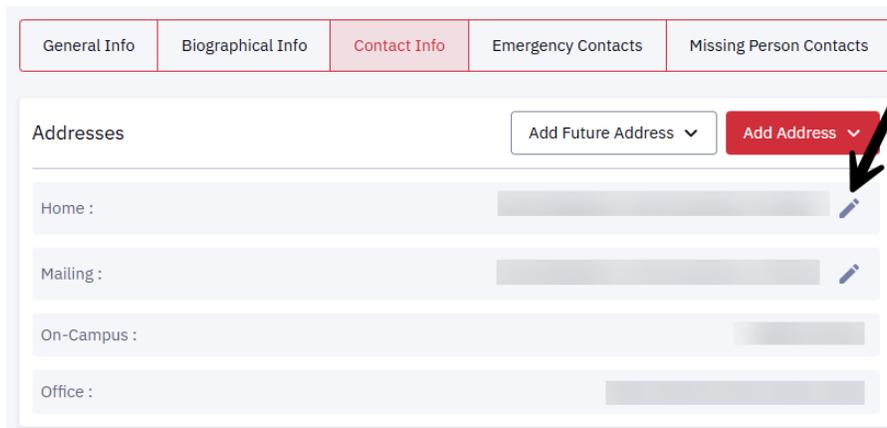

CI Records
Student registration and records system
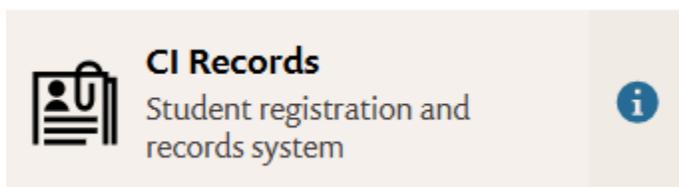
4. Once you are in the Dashboard, in the "My Profile" section, use the drop down and select "Contact Info" to update "Addresses",

"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.

My Profile

General Information

Biographical Information

Contact Info ✓

Emergency Contacts

Missing Person Contacts

Residency Data

Authorize to Release

Identity

Pronoun

Dependents

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.

General Info	Biographical Info	Contact Info	Emergency Contacts	Missing Person Contacts

Addresses   Add Future Address ˅   **Add Address ˅**

Home :

Mailing :

On-Campus :

Office :

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 — **Add Phone Number** ▾

Business:

Mobile:

Home: **PREFERRED**

On-Campus:

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 — **Add Email** ▾

Business:

Home: **PREFERRED**

On-Campus:

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:

For assistance, please contact us at registrar@csuci.edu or visit the Enrollment Center on the First Floor of Marin Hall.