

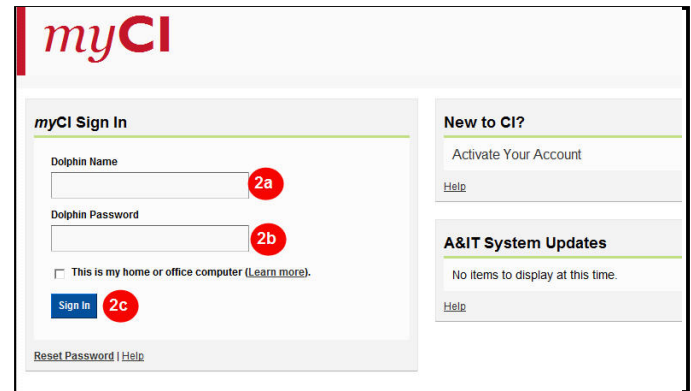
How to Update Your Personal Contact Information

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.

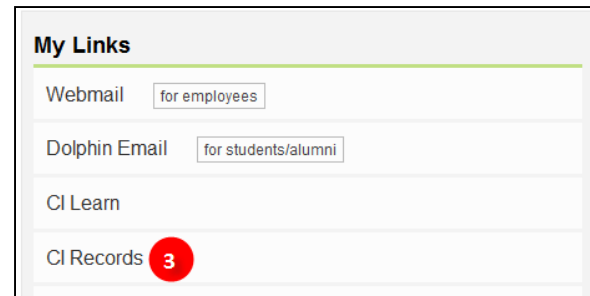
*Both are case sensitive.

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



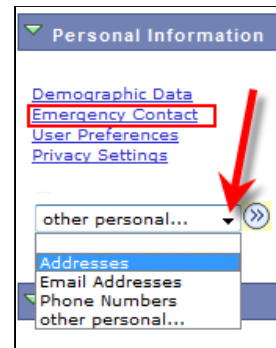
The screenshot shows the myCI Sign In page. It has a header with the myCI logo. Below the logo is a sign-in form with fields for 'Dolphin Name' (labeled 2a) and 'Dolphin Password' (labeled 2b). There is a checkbox for 'This is my home or office computer (Learn more)' and a 'Sign In' button (labeled 2c). To the right of the sign-in form is a 'New to CI?' section with a link to 'Activate Your Account' and a 'Help' link. Below that is an 'A&IT System Updates' section with a message 'No items to display at this time.' and a 'Help' link.

3. Once you are logged into myCI, click on **CI Records** in the *My Links* section.



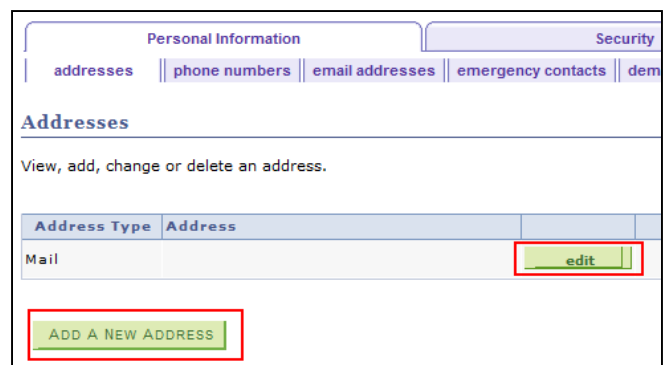
The screenshot shows the 'My Links' section. It has a title 'My Links' and a list of links: 'Webmail' (with a sub-link 'for employees'), 'Dolphin Email' (with a sub-link 'for students/alumni'), 'CI Learn', and 'CI Records' (labeled 3).

4. Once you are in the Student Center, in the Personal Information section, use the drop down 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.



The screenshot shows the 'Personal Information' section. It has a title 'Personal Information' and a list of links: 'Demographic Data', 'Emergency Contact', 'User Preferences', and 'Privacy Settings'. Below the links is a dropdown menu with the text 'other personal...' and a go icon (labeled 3). The dropdown menu is open, showing options: 'Addresses', 'Email Addresses', 'Phone Numbers', and 'other personal...'.

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.



The screenshot shows the 'Addresses' section. It has a title 'Addresses' and a subtitle 'View, add, change or delete an address.' Below the subtitle is a table with columns 'Address Type' and 'Address'. The table has one row with 'Mail' in the 'Address Type' column and an 'edit' button in the 'Address' column. Below the table is a button labeled 'ADD A NEW ADDRESS'.

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.

The screenshot shows the 'Phone Numbers' section of a personal information form. At the top, there are tabs for 'Personal Information' and 'Security'. Under 'Personal Information', there are sub-tabs: 'addresses', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'phone numbers' tab is selected. Below the tabs, there is a heading 'Phone Numbers' and instructions: 'Enter your phone numbers below. If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.' A table with columns '*Phone Type', '*Telephone', 'Ext', 'Country', 'Preferred', and 'delete' is shown. The 'Home' row has an empty telephone field, and the 'Mailing' row has a checked 'Preferred' checkbox. A red box highlights the 'ADD A PHONE NUMBER' button, and another red box highlights the 'SAVE' button. A red arrow points from the 'ADD A PHONE NUMBER' button to the 'Mailing' row's telephone field. At the bottom, there is a note '* Required Field'.

*Phone Type	*Telephone	Ext	Country	Preferred	delete
Home				<input type="checkbox"/>	delete
Mailing				<input checked="" type="checkbox"/>	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.

The screenshot shows the 'Email Addresses' section of a personal information form. At the top, there are tabs for 'Personal Information' and 'Security'. Under 'Personal Information', there are sub-tabs: 'addresses', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'email addresses' tab is selected. Below the tabs, there is a heading 'Email Addresses' and instructions: 'Enter your email addresses below. If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.' A table with columns '*Email Type', '*Email Address', 'Preferred', and 'delete' is shown. The 'Home' row has a checked 'Preferred' checkbox, and the 'On-Campus' row has an email address '@myci.csuci.edu'. A red box highlights the 'ADD AN EMAIL ADDRESS' button, and another red box highlights the 'SAVE' button. A red arrow points from the 'ADD AN EMAIL ADDRESS' button to the 'On-Campus' row's email address field. At the bottom, there is a note '* Required Field'.

*Email Type	*Email Address	Preferred	delete
Home	@.com	<input checked="" type="checkbox"/>	delete
On-Campus	@myci.csuci.edu	<input type="checkbox"/>	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.

The screenshot shows the 'Emergency Contacts' section of a personal information form. At the top, there are tabs for 'Personal Information' and 'Security'. Under 'Personal Information', there are sub-tabs: 'addresses', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'emergency contacts' tab is selected. Below the tabs, there is a heading 'Emergency Contacts' and instructions: '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.' A table with columns 'Primary Contact', 'Contact Name', 'Relationship', 'Phone', 'Extension', 'Country', 'edit', and 'delete' is shown. The 'Primary Contact' checkbox is checked, and the 'Relationship' is 'Other'. A red box highlights the 'ADD AN EMERGENCY CONTACT' button, and another red box highlights the 'edit' and 'delete' buttons. At the bottom, there is a note '* Required Field'.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country	edit	delete
<input checked="" type="checkbox"/>		Other				edit	delete

[ADD AN EMERGENCY CONTACT](#)

[SAVE](#)

* Required Field

**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>**