Updating or Adding an Electronic Address

The menu options displayed in this step-by-step guide may vary from yours depending on your security access and functions.

1. After logging in to Campus Solutions using your CalNet ID and passphrase, click the Campus Community menu link to the left.

2. Click the Personal Information (Student) link.
3. Click the **Biographical (Student)** link.

4. Click the **Addresses/Phone** folder.

5. Select the value you would like to update. In this case, click on the **Electronic Addresses** link.
6. Look up the student you wish to update. It is best to use a unique identifier such as Student Id Number (labelled Empl ID). You can also use Social Security Number (labelled National Id). Many students have the same name, so a name search should be done with care, to ensure the correct student is being updated.

7. The current email information for the student will display.

8. To update an email address, simply type in the new address. Campus Solutions does not keep a historical record of emails, so you can overwrite the previously existing email.

**NOTE:** The field is not case sensitive.
9. To add a new type of address, click the yellow **Add** button.

10. Select the **Email Type**. Add the new **Email Address**.

11. If the new email address is the **Preferred** address to send correspondence to, check the box next to the email (then uncheck the other **Preferred** box).

12. When you have finished, click the yellow **Save** button at the bottom of the page.

**NOTE:** Only one email address can be marked as **Preferred**.