

Contact Information Updates Screens

Introduction

Students have access to the Contact Information Updates screens in SIS twice a year. These screens prompt students to verify or update their address (including local), non-CWRU email, phone, and emergency contact (please note one emergency contact is required).

In addition to being prompted twice a year, **students can view and update contact information at any time** by logging into SIS, choosing the Profile tile, and using the menu on the left side of the screen.

Review and Edit Screens

1. [Login to SIS](#) with your CWRU ID and associated passphrase.

The **Instructions** page appears. Review the instructions in detail before proceeding.

2. Click **Next**.
3. Edit, delete or add new address information on the **Addresses** page.

To add a new address, click the **Add Address (+)** button.

To edit a currently existing address, click on that row, update the information, and click **Save**.

Note: Local Address should be the current address of where you can be reached in the event of an emergency.

Permanent Address is required.

Residence Hall Address is updated through the Office of University Housing.

4. Click **Confirm**.
5. Click **Next**.
6. Edit, delete or add new email and/or phone number information on the **Contact Details** page.

To add a new email or phone number, click the **Add Email (+)** or **Add Phone (+)** button.

To edit a currently existing email or phone number, click on that row, update the information, and click **Save**.

Note: At least one valid phone number must be listed.

CWRU email addresses have two formats: first dot last name (firstname.lastname@case.edu) and network ID (abc123@case.edu). Both formats point to the same email account.

The **Case** email type cannot be updated or deleted.

7. Click **Confirm**.
8. Click **Next**.
9. Edit, delete or add emergency contact information on the **Emergency Contacts** page.

To add a new emergency contact, click the **Add Contact (+)** button.

To edit a currently existing emergency contact, click on that row, update the information, and click **Save**.

At least one emergency contact with a valid phone number is required. It is recommended to list a responsible adult, such as a parent, guardian or family member.

10. Click **Confirm**.
11. Click **Next**.
12. Review the information on the **Rave Information** page and make edits on getrave.com if necessary.
13. Click **Submit**.

Questions? Please contact the Office of the University Registrar at 216-368-4310 or registrar@case.edu.

This completes the process for updating student contact information.