



UPDATING YOUR ADDRESS OR PHONE IN CSU X-PRESS

These instructions are for students who have moved or changed contact info since they first started at Chicago State University. If you are applying to graduate, please ensure that your address in CSU X-Press matches what you are putting on your graduation application. If the two do not match, we will not mail out your diploma to your address.

STEP 1: LOGIN TO CSU X-PRESS

Login to [CSU X-Press](https://www.csu.edu/csuxpress.htm) here: <https://www.csu.edu/csuxpress.htm>

User Login

CSU X-PRESS will no longer allow your Social Security Number to be used as your User ID.

- * Please enter your User ID (9 digit assigned University ID number, UID) and your Personal Identification Number (PIN) and then click on login.

Initially, your PIN is your date of birth (MMDDYY). For example, if your birthdate is July 23, 1975 your PIN will be 072375.

The system will prompt you to change your PIN. You may use any six digit number. When finished, click Login. Remember the new PIN you create. You will need it every click Forgot PIN?

Multiple failures to enter correct PIN will result in your account being locked!

When you are finished using CSU X-PRESS , please Exit and close your browser to protect your privacy.

If you are an Employee and are experiencing problems logging onto the system, please contact Human Resources at (773)995-2040.

If you are a Student and are experiencing problems logging onto the system during registration, please contact the Cougar Call Center at (773) 995-3963 for assistance.

***UID ONLY**

ITD MAINTENANCE SCHEDULE

Effective Nov. 1, 2014, ITD will conduct regular scheduled network/systems maint. Some network/system resources may not be available on these dates and times.

User ID:

PIN:

Your CSU ID begins with "900" and unless you've already changed your login PIN, it defaults to your DOB in format: MMDDYY

STEP 2: NAVIGATE TO YOUR ACCOUNT PERSONAL INFORMATION SECTION

Once logged in, click on "Personal Information"

Personal Information Student

Search

Welcome to the CSU X-Press Last web access on Feb 26, 2024 at 10:52 am

Student Menu
Apply for Admission, Register, View your academic records and Financial Aid

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in surveys on-line when available

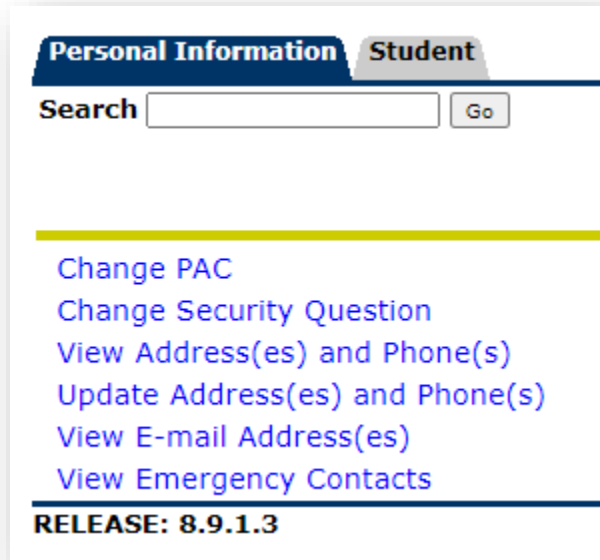
Surveys
By providing survey information, you will help us to serve you better. The following surveys are currently available for your response. Click on the title

[Return to Homepage](#)



Under the **Personal Information** section, you can:

1. Update your address(es) and phone(s)
2. Change your PIN
3. View current identification information



We recommend checking these regularly, especially before graduating, and updating every time you move.

STEP 3: UPDATE YOUR ADDRESS

Once you have selected an address type to add/change/update, you will see an online address form. **Pay attention to the required fields.** These are noted below in red.

Important Note for International Students:

It is important to know that you should **NEVER** change your permanent international address to your mailing address. Both your permanent address AND your mailing address need to be in the system and they should not match one another.

Note: You must also add a primary phone associated with the address you're updating.

To do so, you enter the area code (e.g. 773) and then in the next field you enter the **entire 7-digit number.**

Do not use the "ext" field.



Sample update page:

Mailing

Valid From This Date:MM/DD/YYYY *

Until This Date:MM/DD/YYYY

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

State or Province: *

ZIP or Postal Code: *

County:

Nation:

Delete this Address:

Primary Phone Number For This Address: *

<u>Area Code</u>	<u>Phone Number</u>	<u>Extension</u>	OR	<u>International Access Code and Phone Number</u>	<u>Unlisted</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have questions about updating your address, please contact the Registrar's office at: registrar@csu.edu