

Updating Student Contact Information in the CWRU Student Information System (SIS)

SIS will prompt once a semester to verify that contact information is up-to-date. Review the information on the following pages and make any necessary additions, changes, or deletions.

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

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. **Instructions Page.** Review the instructions in detail before proceeding.
2. Click **Next**.
3. **Addresses Page.** Edit, delete or add new address information. **To add a new address**, click the (+) sign. **To edit a currently existing address**, click on that row, update the information, and click **Save**.

"Local" address - List 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**, then click **Next**.
5. **Contact Details Page.** Edit, Delete or Add new email and/or phone number information. **To add a new Email or Phone**, click the + sign. **To edit a currently existing Email or Phone**, click on that row, update the information, and click **Save**.

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.

"Case" email type cannot be updated or deleted.
6. Click **Confirm**, then click **Next**.
7. **Emergency Contacts Page.** Edit, Delete or Add emergency contact information. **To add a new Emergency Contact**, click the + sign. **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.
8. Click **Confirm**, then click **Next**.
9. **Rave Information Page.** Review the information and make edits on www.getrave.com if necessary.
10. Click **Submit** to complete the Student Contact Information Update process.

This completes the process for Updating Student Contact Information.