

Steps to update address and phone numbers in SalukiNet:

Step 1 – Login to SalukiNet. Enter your Network ID (850 or 851 xx xxxx) and Network password.

Step 2 – Search: **View and Update Addresses and Phones** and click on it

Step 3 – Click on: **[Update Addresses and Phones]** at the bottom of the page

Step 4 – Update address by clicking on **Current**

Step 5 – Update telephone number by clicking **Primary**

Step 6 – **Mailing / Local / Residential** = Your US address and phone ONLY. **Complete line 1** with **Street Address and Apartment Number, City, State, Postal Code, Primary Phone Number** and **submit**. Be sure to click on the box that says **Submit**.

Step 7 – **Permanent / Home** = This is your Foreign / Home / Residential Address ONLY.

If you have a foreign address that is used for mailing that is different than the address where your family lives contact the International Programs and Services office.

Formats for US addresses (How to write an address):

Please use the following abbreviations:

Directions: N - E - W - S; unless the direction is part of the name of the street

Example: North Saluki Lane = N Saluki Ln

Streets: Ave - Ln - Blvd - St - Ct - Rd - Dr - Cr

Example: North College Street = N College St

Spell out the entire street name, do not abbreviate

Residences: Apt - Lot - Rm

Example: 3000 North Saluki Lane Apartment 4 = 3000 N Saluki Ln Apt 4

States: IL - MO - KY

Example: Illinois = IL

DO NOT USE PUNCTUATION MARKS!

Do not use Periods - Commas - # Sign - or - Dashes in the address

Examples: 2301 S Illinois Ave Apt 6C
Carbondale IL 62901
2301 S Illinois Ave Lot 129
Carbondale IL 62901
2021 Evergreen Terrace Dr Apt 3
Carbondale IL 62901
(E or W is no longer necessary)

Spell out the entire street name

If the Street name and address is too long put the apt number on the first line, then put it on the second line, otherwise put both on the first line

Campus Addresses:

Campus addresses should include SIUC on the second line

Examples: 275 Neely Drive Rm 204
Neely Hall SIUC
Carbondale IL 62901

430 E Grand Ave Apt 404
Grand Ave Apartments SIUC
Carbondale IL 62901

(Grand Ave Apartments are considered on campus)

If the Street address is too long put the apt number on the second line