

Updating Your Profile in Campus Connect

To update any of your demographic information, first log into Campus Connect (<https://campusconnect.depaul.edu>) and navigate to Self Service → Personal Information → Addresses).

From here you can update all your demographic information by following the instructions below.

Updating Campus Email Address:

1. Once here, click the “email addresses” tab and you should see your list of email addresses along with complete instructions on how to add/update/delete an email address.
2. If your DePaul address is already there, mark it with the Email Type “Campus.” If it’s not there, click the “ADD AN EMAIL ADDRESS” button, add your DePaul address and mark it with the Email Type “Campus.”
3. Be sure to hit the SAVE button to save your changes!

Updating Campus Phone Number:

1. Once here, click the “phone numbers” tab and you should see your list of phone numbers.
2. If your DePaul phone number is already there, mark it with the Phone Type “Campus.” If it’s not there, click the “ADD A PHONE NUMBER” button, add your DePaul phone number and mark that with the Phone Type “Campus.”
3. Be sure to hit the SAVE button to save your changes!

Updating Campus Address:

1. Once here, click the “employee campus address” tab and you should see the options for you to select your Campus, Building, Floor and Office. In addition, please select the proper Mail Stop Location.
2. Once you have selected these items, be sure to hit the SAVE button to save your changes!