

Maintaining Your Contact Information in CAESAR – Instructions for Admitted Students

Please Note: If you are a Kellogg student, please contact your admissions office to make these changes.

Maintaining Your Address Information in CAESAR

You can review, correct, or add your present and future addresses. You should review and update your addresses regularly so that the university can send you important correspondence.

Addresses are identified by types. The available address types are **Billing**, **Current**, **Permanent**, and **9PAY**:

Billing - use this address type if you want to send your invoices to a different address than your Permanent Address. *Note: This is applicable only if you have elected to receive hardcopy invoices.*

Current - your local address, either on or off campus.

Permanent - your permanent home address, often the home of your parent(s) or legal guardian(s).

Note: Your permanent address is not the same as your parent or legal guardian address. To update the parent/legal guardian address please contact the Office of the Registrar.

9Pay – Use this address type if you want to send your 9Pay invoices to a different address than your Permanent Address. *Note: This is applicable only if you are signed up for the 9Pay option.*

Editing an Address:

Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. Your **Student Center** will appear.

Step 2 Your Contact Information is displayed at the bottom of your Student Center. Click on either the **Current Address** or **Permanent Address** Link. Your **Address Page** will appear.

Step 3 Click on the **edit** button next to the address you want to edit (e.g. Current, Permanent, Billing or 9PAY).

Step 4 Edit address information as necessary.

Step 5 Press **OK**.

Step 6 Put a checkmark in the box of the Address Type(s) you are changing.

Step 7 Press the **Save** button to save your modifications.

Adding an Address:

Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. Your **Student Center** will appear.

Step 2 Your Contact Information is displayed at the bottom of your Student Center. Click on either the **Current Address** or **Permanent Address** Link. Your **Address Page** will appear.

Step 3 Click on the **ADD A NEW ADDRESS** button.

Step 4 Enter the address information.

Step 5 Press **OK**.

Step 6 Put a checkmark in the box of the Address Type(s) you are adding.

Step 7 Press the **Save** button to save your modifications.

Maintaining Your Phone Numbers in CAESAR

Specify your primary contact number to be used for regular university business by selecting the 'Preferred' checkbox.

Note: You must designate your Cellular and/or Current phone numbers as Emergency Notification Numbers. These will be used to notify you in the event of a campus emergency.

Step 1 Navigate to the CAESAR homepage, <http://www.northwestern.edu/caesar/>, and Sign In using your NetID and password. Your **Student Center** will appear.

Step 2 Your Contact Information is displayed at the bottom of your Student Center. Click on the **Current Phone** Link. Your **Phone Numbers Page** will appear.

Step 3 Follow the directions on the Phone Numbers Page to add, change, or delete your phone numbers. *Note: to edit a phone number, simply type the new number in the Telephone field and press the **Save** button.*

To ensure account security, when you have completed your transaction, at the top right of the CAESAR banner, click Sign out to close your session and then quit your browser. For more information about using these and other CAESAR functions, please see the online help available from <http://www.northwestern.edu/caesar/help/>. If you need further assistance, please contact the IT Information Center helpdesk located at 1800 Sherman Avenue, at 847-491-HELP or caesar@northwestern.edu.