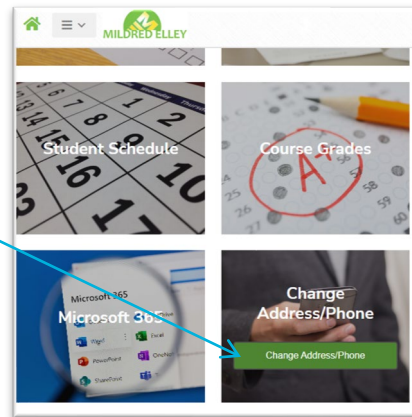


# How to update your information in Campus Cafe

Below are instructions on how to update your contact information in Campus Café. It is important to keep the institution up-to-date with regard to your current home address and telephone information (cell and home) so that we are able to reach you with important information about your education!

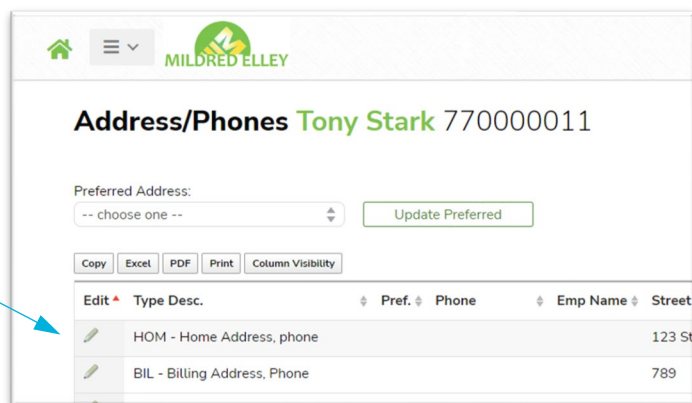
## How to change your address in Campus Café:

1. Navigate to your student portal and click on the **Change Address/Phone** tile.



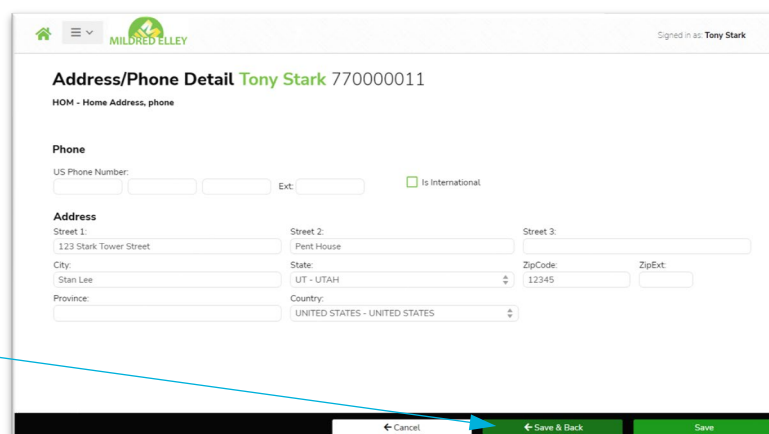
2. From there, a screen will appear that lists all of the contact information we have for you on file.

Click the pencil (edit) next to the address you would like to update.



3. You can then update your information.

To save, simply click the **Save & Back** button to be brought back to the previous screen.



For questions regarding any Campus Café features, please email [campuscafe@mildred-elley.edu](mailto:campuscafe@mildred-elley.edu)