

>>> **Activate Gmail Account**

- 1 Select the Student tab.**
- 2 In the Student Email channel, select the Click to Launch your my.cuesta.edu Account.**

**Student Email**

**Student email is available here.**

Note: Click the above link to access your student email and, when prompted, re-enter your myCuesta username/password.

>>> **How to locate your Student ID Number**

Channel Admin | You are currently logged in. e-mail calendar

**1** [Home](#) **Student** [Resources](#) [Work Life](#) [My Job](#)

**Personal Announcements**

REVISED INFORMATION ON DIRECT DEPOSIT PAYSTUBS

Mocktoberfest 2009!

Free CPR Training in November

More personal announcements...

**My Courses**

Click here to: View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials.

**College Announcements**

Board of Trustees Meeting - Location

What's your vision for Cuesta's Web presence?

**2 My Web Services**

**3** [Banner Self-Service](#)

- Personal Information
- Student
- Registration
- 4** [Student Account](#)
- 5** [Account Detail for Term](#)
- Pay by Credit Card
- Account Summary by Term
- View Holds
- Student Records

- 1 Select the Student Tab**
- 2 In the My Web Services channel**
- 3 Click on Banner Self-Service link**
- 4 Student Account**
- 5 Account Detail for Term**
- 6 Student Account Number**

[Personal Information](#) **Student** [Employee](#)

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Select Term **6** 900000070 Chris Cougar  
Oct 07, 2009 03:14 pm

Select a Term:

RELEASE: 7.4.0.1 powered by

>>> **Updating Your Address in myCuesta**

**My Web Services**

- Banner Self-Service
- Personal Information
- My Addresses and Phones**
- View Addresses and Phones
- Update Marital Status
- Name Change Information

- 1 Select the Student tab.**

In the My Web Services channel, click on Banner Self Service, Personal Information, My Addresses and Phones, View Addresses and Phones.

- 2 Click on the Update Addresses and Phones link at the bottom of the page.**

Continues next page >>>

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View Addresses and Phones

Your active addresses are sorted by address type. Please be aware any changes may affect District correspondence, such as W-2's, payroll disbursements/paychecks, financial aid, etc.

**Addresses and Phones**

Mailing / Local	Phones
Current: Apr 15, 2008 - (No end date)	Primary:
<a href="#">[ Update Addresses and Phones ]</a>	

Update Addresses and Phones - Select Address

**3 Click on the Current link next to your address.**

**CAUTION:** Changing your address will affect where important district correspondence such as payroll disbursements/paychecks, financial aid, etc. will be sent. Please read the [help file](#) before proceeding.

**PAYROLL NOTICE FOR CUESTA EMPLOYEES:** Address changes will apply to your paychecks. The deadline is the 15th of the month to make a change on your next month's paycheck. Please notify the Payroll Office at ext. 3136 if you miss the deadline to avoid a lost paycheck.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Mailing/Local	Phones
Current: Apr 15, 2008 to (No end date)	Primary: 805-7725713

Type of Address to Insert:

**4 To immediately remove/inactivate your current address**

Scroll down and click the "Delete this Address" box. Then click submit at the bottom of the screen.

If you wish to extend the date of your current address and activate another at a later date, go to the Field 'Until This Date: MM/DD/YYYY'. Enter in the date when your current address is no longer effective. (Make sure this date is later than the date in the field above Valid From This Date.) Then click submit at the bottom of the screen.

Update Addresses and Phones - Update/Insert

**CAUTION:** Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Mailing/Local  
Valid From This Date: MM/DD/YYYY 04/15/2008  
Until This Date: MM/DD/YYYY

Address Line 1:  
Address Line 2:  
Address Line 3:

City:  
State or Province: California  
ZIP or Postal Code:  
County: San Luis Obispo  
Nation: Not Applicable  
Area Code:  
Phone Number: OR International Access Code and Phone Number:  
Extension:  
Unlisted in Web Directory:  
Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select						

Update Addresses and Phones - Select Address

**CAUTION:** Changing your address will affect where important district correspondence such as W-2's, payroll disbursements/paychecks, financial aid, etc. will be sent. Please read the [help file](#) before proceeding.

**PAYROLL NOTICE FOR CUESTA EMPLOYEES:** Address changes will apply to your paychecks. The deadline is the 15th of the month to make a change on your next month's paycheck. Please notify the Payroll Office at ext. 3136 if you miss the deadline to avoid a lost paycheck.

Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Mailing/Local	Phones
Current: Apr 15, 2008 to (No end date)	Primary: 805-0000000
000 Peach Ave Morro Bay, California 93442-2706 San Luis Obispo	

Type of Address to Insert:

[\[ View Addresses and Phones \]](#)

**5 Select the Type of Address to Insert from the drop down menu. Once you've selected Mailing or Permanent, click submit.**

- a) **MAILING ADDRESS** All official college correspondence will be sent to this address (W-2's, payroll disbursements/paychecks, financial aid, etc.) To ensure that your payroll disbursement/paycheck is sent to this new address please make sure your address is changed by the 15th of the month.
- b) **PERMANENT** Use this address to inform the college where you reside permanently when the college is not in session.

**6 Type your new address information into the fields displayed.** (The fields should be blank if you have just inactivated your previous address.)

- a) Enter a date in the 'valid from this date' field.
- b) Leave the 'until this date' field blank.
- c) Fill out the remaining fields with your new address information
- d) Click submit.

Update Addresses and Phones - Update/Insert

**CAUTION:** Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

Mailing/Local  
Valid From This Date: MM/DD/YYYY 04/15/2008  
Until This Date: MM/DD/YYYY

Address Line 1:  
Address Line 2:  
Address Line 3:

City:  
State or Province: California  
ZIP or Postal Code:  
County: San Luis Obispo  
Nation: Not Applicable  
Area Code:  
Phone Number: OR International Access Code and Phone Number:  
Extension:  
Unlisted in Web Directory:  
Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select						