

Please log into CougarWeb at <https://cougarweb.collin.edu> to update information including office and home addresses, telephone numbers, and emergency contact information at any time during the year.

- Select the **MY WORKPLACE** tab at the top of the page
- Double click the **Benefits** link at the top left side under **Employment Details**
- Select the **PERSONAL INFORMATION** tab at the top of the page.
- Review, and if necessary, update your home address, emergency contact information, and veterans' classification by selecting the **VIEW ADDRESS**, **VIEW EMERGENCY CONTACTS**, and **VETERANS CLASSIFICATIONS** links from the list on the left side of the page.
- When changes to each section are complete, click the **PERSONAL INFORMATION** tab at the top of the page to return to the menu to make other types of changes.
- To change your home or campus address and telephone number, select the **VIEW ADDRESS** link. Click on **UPDATE ADDRESSES AND PHONES** link at the bottom of the page. Click on the word "CURRENT" next to the address type you wish to change (Only W-2 and Campus address types are available to change.) Please include your County when updating your home address. **It is important that your address be up to date in order to receive your W-2 form in January.** You should also update your home address with ERS for insurance purposes. Make changes through ERS On-line at their website, <http://www.ers.state.tx.us/home/default.aspx>. See the HR web site http://www.collin.edu/hr/benefits/web_address_change.html for more detailed instructions.
- To change Emergency Contact, select the link **VIEW EMERGENCY CONTACTS**. Click **UPDATE EMERGENCY CONTACTS** at the bottom of the page. Edit the information on the existing emergency contact by clicking on the contact's highlighted name. Update the information (e.g. telephone number) then click Submit. You may add another emergency contact by clicking on **NEW CONTACT** and entering the new information, then click **SUBMIT**.
- To review and/or update the Veteran's classification on file select the **VETERAN'S CLASSIFICATIONS** link, enter information and click **SUBMIT**.
- When you are done with all changes, click **EXIT** at the top right hand side of the form to sign out of CougarWeb.