

# Personal Contact Information

## Why?

So that CNF can contact you in case of an emergency, keeping your personal contact information up to date is important. Coral being the authoritative source for user contact information.

Automated emails for items such as forgetting to log off a tool, notifications of tool downtime, and changes to the operating status of the lab may also be sent to your listed email address.

## Steps to Update Lab Contact Info

1. Please [contact the CNF User Program](#) with your updated contact information, including phone number and email.

## Updating CULearn E-Mail Address

The e-mail address stored in CULearn is **NOT synchronized** with your CNF Lab Contact info.

1. Login to [CULearn](#)
2. Click "Me"
3. Click "Profile"
4. Scroll down to "Business Contact"
5. Click "edit"
6. Update your E-Mail address
7. Click "Save"

## Updating Lab Notice E-Mail Address

The e-mail address for lab notice subscriptions is **NOT synchronized** with your CNF Lab Contact info.

The below procedure requires access to your old email address. If you do not have access to your old address, CNF Computing staff can update your address in the system.

1. Login to CNF [WhoIAm](#)
2. Click "Unsubscribe from Notices"
3. Enter your old email address, select the lists, and click "unsubscribe"
4. You will receive a confirmation at your old email address
5. Follow any instructions in the confirmation email.
6. Go back to the CNF WhoIAm main page
7. Click "Subscribe to Notices"
8. Use your new Email address to subscribe