GETTING STARTED AT CUESTA COLLEGE

**Activate Gmail Account**

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

**How to locate your Student ID Number**

1. Select the Student tab.
2. In the My Web Services channel, click on Banner Self Service, Personal Information, My Addresses and Phones, View Addresses and Phones.
3. Click on the Update Addresses and Phones link at the bottom of the page.

**Updating Your Address in myCuesta**

1. Select the Student tab.
2. In the My Web Services channel, click on Banner Self Service, Personal Information, My Addresses and Phones, View Addresses and Phones.

3. Click on the Update Addresses and Phones link at the bottom of the page.

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QUESTIONS? VISIT CUESTA.EDU OR CALL 805-546-3100
Updating Your Address in myCuesta  continued

3 Click on the Current link next to your address.

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.

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.