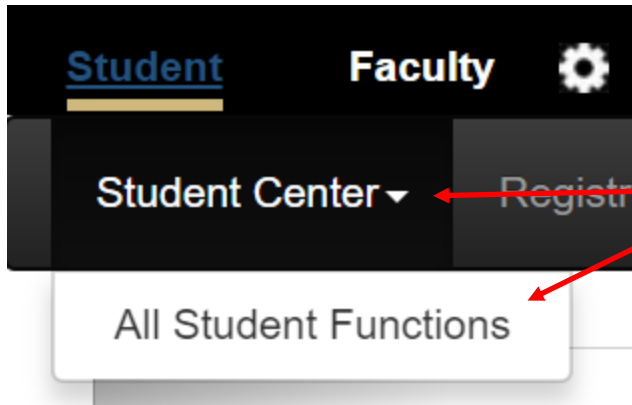


## How to Add/Update a Cell Phone Number in Student Portal



Once in the Student Portal:

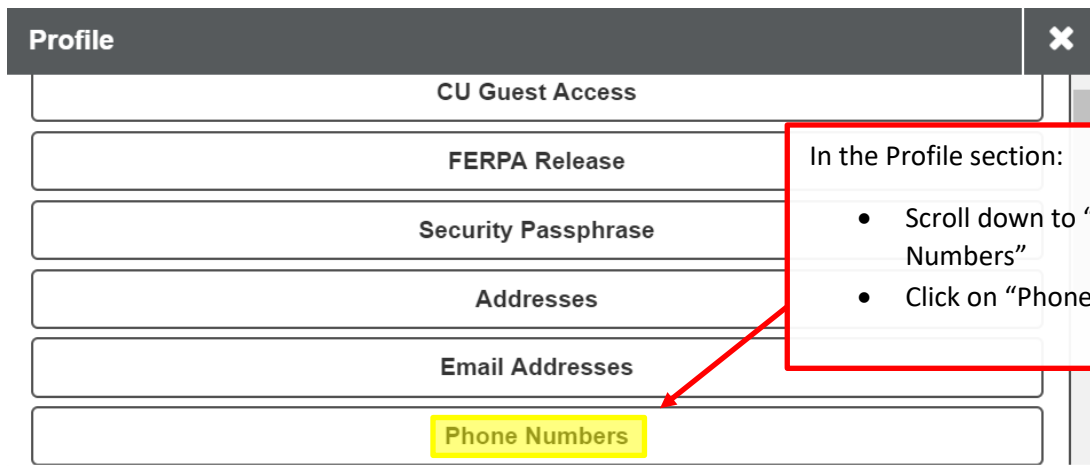
- Click on "Student Center"
- Then click on "All Student Functions"



Profile

In the Student Center:

- Look for the "Profile" icon on the far right
- Click on the "Profile" icon



In the Profile section:

- Scroll down to "Phone Numbers"
- Click on "Phone Numbers"

## How to Add/Update a Cell Phone Number in Student Portal

If you do not have a cell phone number in the system:

Phone Numbers

Z9lindsey Z9records

Menu

\* Required Field

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Home

Add a Phone Number Save

Add a Phone Number

- Click on "Add a Phone Number"

New Phone Type

Phone Type Cell/Mobile

\*Phone 720-555-1234

More Options

Preferred Delete

Home

\*Phone 1303315259

CHANGE PHONE TYPE

Preferred Delete

Save

Cell/Mobile

720-555-1234

- Choose "Cell/Mobile" in drop down
- Type in phone number
- Click on "Save"

Save

If you need to update your cell phone number:

Cell/Mobile

\*Phone 720-555-1234

CHANGE PHONE TYPE

Preferred Delete

Save

720/555-1234

- Type in new cell phone number
- Click on "Save"