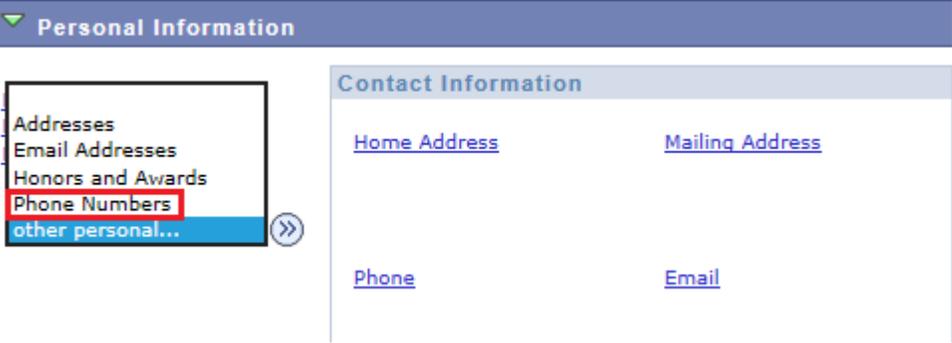


## View/Add/Update Phone Numbers

Self Service may be used to view all types of phone numbers used in CUNYfirst. Students may add Business, Mobile and Home phone numbers using Self Service.

Note: Parts of images may be obscured for security reasons.

Step	Action												
1.	Enter <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a> in your browser's address bar: <ul style="list-style-type: none"> <li>• Enter your Username and Password and click the  Go icon.</li> <li>• From the <b>Enterprise Menu</b>, select the <b>HR/Campus Solutions</b> link.</li> </ul>												
2.	Navigate to: <b><u>Self Service &gt; Student Center.</u></b>												
3.	 <p>In the <b>Personal Information</b> section, click the <b>Other Personal</b> drop-down menu and select <b>Phone Numbers</b>.</p>												
4.	 <p>Enter your phone numbers below.</p> <p>If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>*Telephone</th> <th>Ext</th> <th>Country</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><b>delete</b></td> </tr> </tbody> </table> <p><b>ADD A PHONE NUMBER</b></p> <p><b>SAVE</b></p> <p>The <b>Phone Numbers</b> page displays for you to add, delete, and update current phone numbers on record.</p>	*Phone Type	*Telephone	Ext	Country	Preferred		Mobile				<input checked="" type="checkbox"/>	<b>delete</b>
*Phone Type	*Telephone	Ext	Country	Preferred									
Mobile				<input checked="" type="checkbox"/>	<b>delete</b>								

5.	Below <b>Phone Type</b> , specify between business, home, or mobile. Fill in the <b>*Telephone</b> text box with the desired phone numbers.
6.	Then, under <b>Preferred</b> , select the number you wish to receive communications through. Click <b>Save</b> to update phone information.
7.	<b>End of Procedure.</b>