



Maintaining Student Phone Numbers

Description

Several types of phone numbers can be stored in a student's bio-demo data. This Guide covers how to add or update a phone number. The student can also add/update phone numbers using student self-service.

For more detailed coverage of this subject, see the Business Process: **CC011 Phones**.

Navigation

Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phones > Phones



▶ Phone Numbers

QG / Quick Guide

Step 1: Search for the person.

Some fields may be populated based on your User Defaults.

Enter criteria and click

Search

Phones

Enter any information you have and click Search. Leave fields blank for a list of all records.

Find an Existing Value

ID:

Academic Career:

National ID:

Campus ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

F Y I

Campus ID is currently not used.



▶ Phone Numbers

QG / Quick Guide

Step 2: The Phone Numbers Page

In our example to the right, Charlotte doesn't have any phone numbers stored.

To add a new phone number, click



Use the pull-down menu to select the Phone Type, enter the Phone Number (no parentheses, slashes or dashes).

Enter the Extension and Country Code if appropriate.

Phone Numbers

Charlotte Czerny 0539777

Phone Detail					
*Phone Type	Phone Number	Extension	Country Code	Preferred	
<div style="border: 1px solid black; padding: 2px;">Billing Business Campus Cellular FAX Home Main Other Pager 1 Pager 2 Residence Hall Telex</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>



▶ Phone Numbers

QG / Quick Guide

Note in our example that the system inserts punctuation into the phone number automatically.

One phone number can be marked as Preferred by checking the Preferred box.

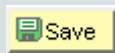
Phone numbers are not effective dated, so to change one, simply edit it and save.

To delete a number, click



Step 3: Save

Click



Phone Numbers

Charlotte Czerny

0539777

Phone Detail				
*Phone Type	Phone Number	Extension	Country Code	Preferred
Cellular	999/555-5000			<input checked="" type="checkbox"/>
				<input type="checkbox"/>

[Add](#)

