Phone Number Addition and Update

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
Step 1: Search for the person.
Some fields may be populated based on your User Defaults.
Enter criteria and click Search.

FYI
Campus ID is currently not used.
### 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 the **Add** button.

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.
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

[Save]