



Adding and Updating Phone Numbers

As a student, you may have one or more phone numbers attached to your *MaineStreet* record. It is important that contact phone numbers are kept up-to-date. You may log in to *MaineStreet* to update existing contact phone numbers or to add new phone numbers to your record.

Note: Are you a student employee? If you are a student employee, you will need to update your information in two places. You must update information on your **Student Center** page as well as on your **Employee Self-Service** page. For more information, please sign on to MaineStreet and navigate to *Employee Self Service > Reference for HR Self-Service*.

Accessing the Phone Numbers page:

- 1) In the *Menu*, Navigate to *Self-Service > Student Center*.
- 2) Click the *Your Home Phone* link.

The screenshot shows the 'Robert's Student Center' page. On the left is a 'Menu' with options: 'Student Self-Service', '- Student Center', '- User Guides & Demos', and '- My Personalizations'. A red box highlights the '- Student Center' option, with a red circle containing the number '1' next to it. The main content area is titled 'Personal Information' and contains several sections: 'Demographic Data', 'Emergency Contact Names', and 'Contact Information'. The 'Contact Information' section has four sub-sections: 'Your Home Address' (9999 Main Street, Brewer, ME 0441, Penobscot), 'Your Mailing Address' (12 Main Street, Brewer, ME 04412, Penobscot), 'Your Home Phone' (207/555-9999), and 'Your UMS email address' (robert.student@maine.edu). A blue box highlights the 'Your Home Phone' link and its value, with a blue circle containing the number '2' next to it. There is also a dropdown menu labeled 'other personal...' with a right-pointing arrow.

- 1) Change the *Phone Type*, if necessary. Select the correct type from the pull-down menu.
- 2) Edit the phone number in the *Telephone* field. MaineStreet will save the phone number in its standard format.
- 3) Click the **SAVE** button.
- 4) Click **OK** to confirm the save.

The phone number is now updated.

Phone Numbers

Enter your phone numbers below. (e.g. For US numbers include area code: 999/999-9999. For international numbers: 011+ country code + region + number.)

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


| *Phone Type | Telephone | Ext | Preferred | |
|-------------|--------------|-----|-------------------------------------|---------------|
| Home | 207/555-9999 | | <input checked="" type="checkbox"/> | delete |

ADD A PHONE NUMBER

SAVE

Phone Numbers

Save Confirmation

 The Save was successful.

OK

You may delete an emergency contact by clicking the **delete** button.

- 1) Click **ADD A PHONE NUMBER**
- 2) Select a *Phone Type* from the pull-down menu. You must choose a type which is not already used.
- 3) Enter the phone number in the *Telephone* field.
- 4) Click **SAVE**
- 5) Click **OK** to confirm the save.

(continued)

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

| *Phone Type | Telephone | Ext | Preferred | |
|-------------|--------------|-----|-------------------------------------|---------------|
| Home | 207/555-9999 | | <input checked="" type="checkbox"/> | delete |

1

ADD A PHONE NUMBER

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

| *Phone Type | Telephone | Ext | Preferred | |
|-------------|--------------|-----|-------------------------------------|---------------|
| Home | 207/555-9 | | <input checked="" type="checkbox"/> | delete |
| Cellular | 207/555-1212 | | <input type="checkbox"/> | delete |

2

3

4

ADD A PHONE NUMBER

SAVE

Save Confirmation



The Save was successful.

5

OK



▶ Adding a Phone Number

QG / Quick Guide

You have successfully added a new phone number to MaineStreet.

Phone Numbers

Enter your phone numbers below. (e.g. For US numbers include area code: 999/999-9999. For international numbers: 011+ country code + region + number.)

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

| *Phone Type | Telephone | Ext | Preferred | |
|-------------|--------------|-----|-------------------------------------|--------|
| Cellular | 207/555-1212 | | <input type="checkbox"/> | delete |
| Home | 207/555-9999 | | <input checked="" type="checkbox"/> | delete |

ADD A PHONE NUMBER

SAVE