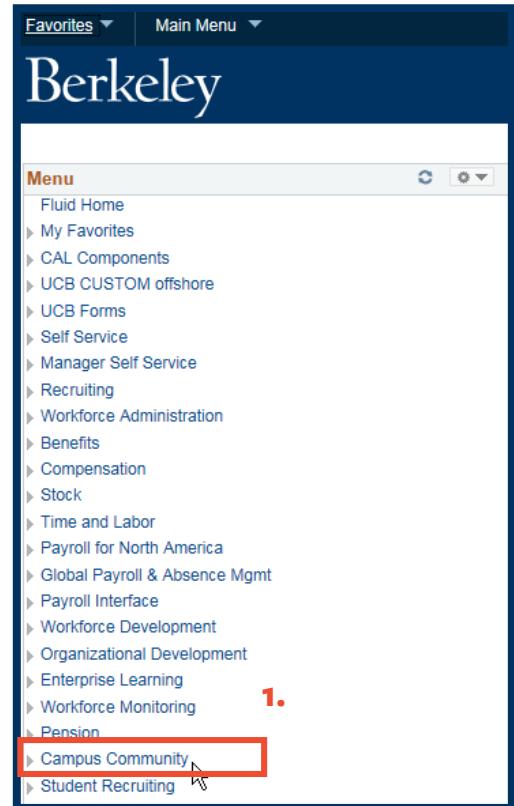


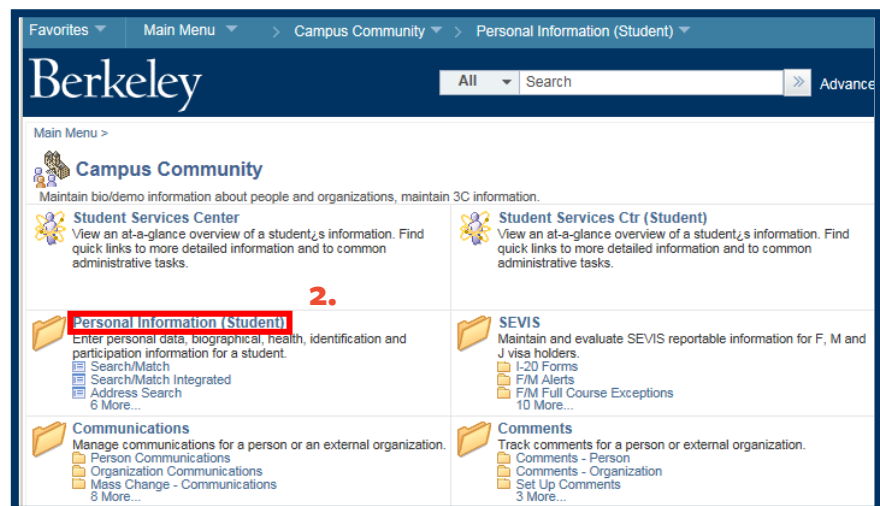
Adding or Updating Phone Information

Your menu options may vary, depending on your access.

1. After logging in to *Campus Solutions* using your CalNet ID and passphrase, click on the **Campus Community** link in the menu on the left.



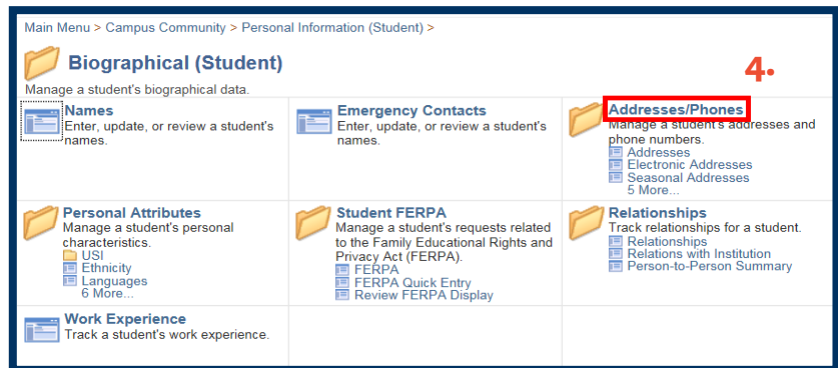
2. Click on **Personal Information (Student)** in either the drop down menu or on the page displaying your options.



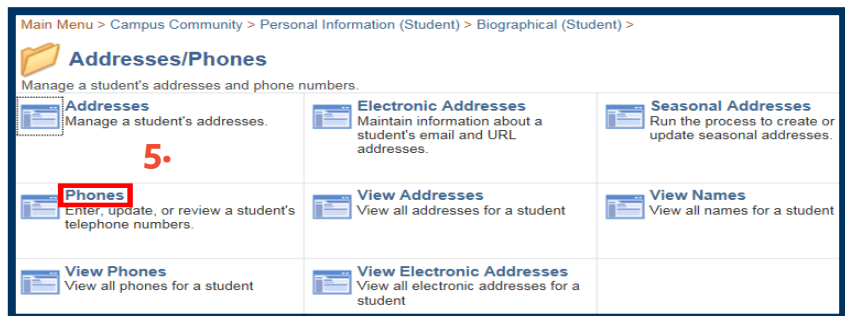
- Click on **Biographical (Student)**.



- Click the **Addresses/Phone** folder.



- Select the value you would like to add or update. In this case, we would like to update a student's phone number, so we click **Phones**.



6. Look up the student you wish to update. It is best to use a unique identifier such as **Student Id Number** (labelled **Empl ID** in Campus Solution). You can also use Social Security Number (labelled **National Id** in Campus Solutions). Many students have the same name, so a name search should be done with care, to ensure the correct student is being updated. In this example, we will use the **Student Id#** to identify the student.

6. }

7. The student record displays the current phone information.

7.

8. You can update a phone number or add another phone type. *Campus Solutions* does not keep a historical record of phone numbers, so it is ok to overwrite the data.

9. To add a new phone number, click the yellow **Add** button.

9.

- On the new row that appears, select the new **Phone Type**, and enter the new **Phone Number**. If this number is the primary contact number, check the **Preferred** box (then uncheck any other numbers).

NOTE: You can only have one phone number marked as Preferred.

Phone Detail					
*Phone Type	*Phone Number	Extension	Country Code	Preferred	
Home/Permanent	212/555-7710			<input type="checkbox"/>	-
Local	510/555-1234			<input checked="" type="checkbox"/>	-
Mobile	510-555-5555			<input type="checkbox"/>	-

10.

- When you have updating the student's record, click the yellow **Save** button to save the changes you have made.

Phone Detail					
*Phone Type	*Phone Number	Extension	Country Code	Preferred	
Home/Permanent	212/555-7710			<input type="checkbox"/>	-
Local	510/555-1234			<input checked="" type="checkbox"/>	-
Mobile	510-555-5555			<input type="checkbox"/>	-

[Add](#)

[Save](#) [Return to Search](#) [Notify](#)

11.