Add/Update Phone Numbers

Update an Existing Phone Type

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

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Locate the **Phone Type** you wish to update.

3. Update the phone information.

4. Click ![Save]

Add a New Phone Type

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

1. On the **Find an Existing Value** page, enter criteria to search for the student.

2. Click ![Add]

3. From the **Phone Type** drop-down list, choose the phone type you wish to add.

4. Enter the phone information.

5. Click ![Save]