Modify Your Phone Number

1. Click the **Main Menu** button.
   Click the **Self Service** menu.
   Click the **Student Center** menu.

![Main Menu and Search Menu]

2. Scroll to the Personal Information section on the Student Center page.
3. There are two methods for accessing your address information. The first is to Select **Addresses** from the **other personal...** drop-down box, and then click the **Go** button, or
   Click the **Mailing Address Phone** link as demonstrated here.

![Personal Information]

The Phone Numbers page displays with your current telephone information.

4. Your preferred contact number displays with a marked checkbox. Click the **Telephone** field to edit the phone number.

   **NOTE:** Your ISI phone number cannot be edited or deleted. Contact the Office of Registrar for assistance.
5. Click the Go button.

6. Click the Student Center link.

7. Release the mouse button.

8. Click the Mailing Address Phone link.

9. To add a phone number, click the Add a Phone Number button.

10. Select the appropriate option from the *Phone Type drop-down list.

11. Enter the new telephone number into the *Telephone field. If you want the new number to be your preferred contact number, click the Preferred option.

12. Click the Save button, and then click the OK button.

13. Click the Student Center option from the go to ... drop-down list, and then click the GO! button, or click the Student Center link on your menu bar.