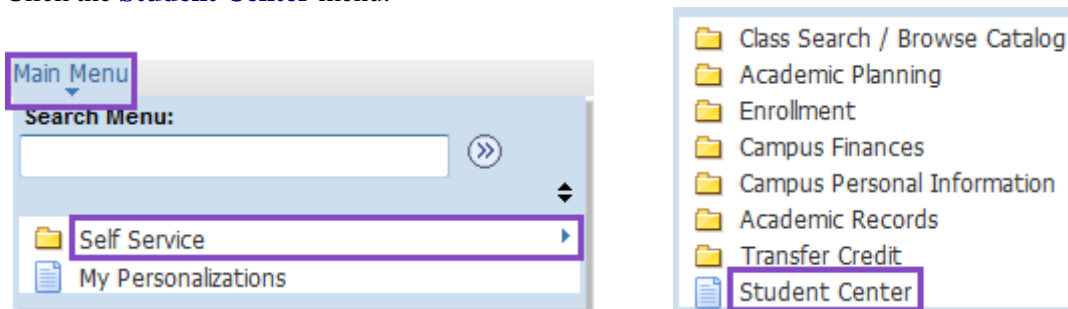


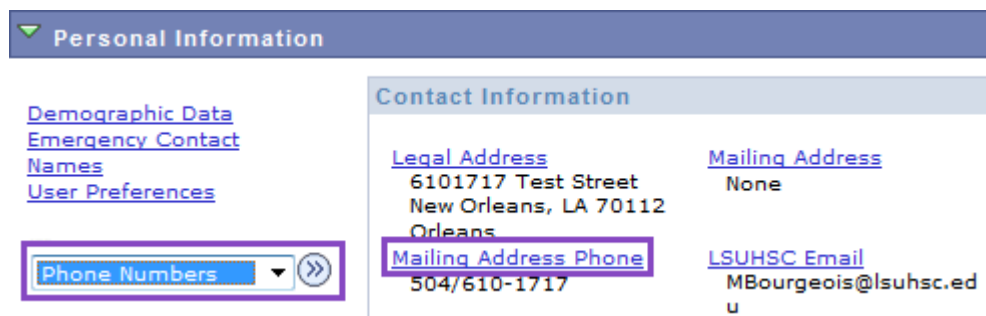
Modify Your Phone Number

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



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.

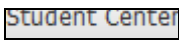
*Phone Type	*Telephone	Ext	Country	Preferred	
Home	504/610-1717			<input checked="" type="checkbox"/>	delete
Mailing	504/610-1717			<input type="checkbox"/>	delete

Job Aid

5. Click the **Go** button.



6. Click the **Student Center** link.



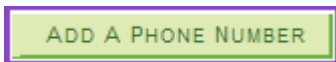
7. Release the mouse button.

8. Click the **Mailing Address Phone** link.

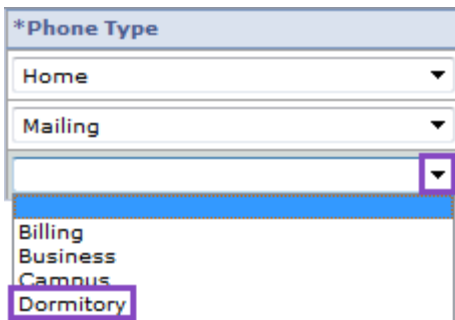


- 9.

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



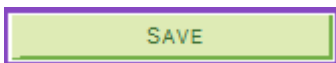
10. Select the appropriate option from the ***Phone Type** drop-down list.



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.

