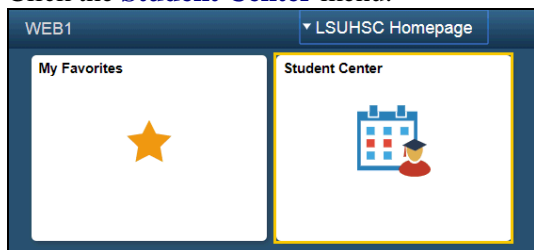


Modify Your Phone Number

1. 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 **Phone Numbers** from the **other personal...** drop-down box, and then click the **Go** button, or

Click the **Mobile/Cell Phone** link as demonstrated here.



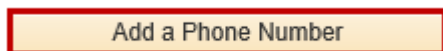
The Phone Numbers page displays with your current telephone information.

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	
Legal	(504) 388-1111			<input checked="" type="checkbox"/>	

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



Job Aid

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

*Phone Type
Legal
Main
Mobile

7. 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.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Legal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

8. Click the **Save** button, and then click the **OK** button.

Save OK

9. 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.

go to ...
Account Inquiry
My Academics
Personal Data Summary
Student Center
User Preferences
go to ...