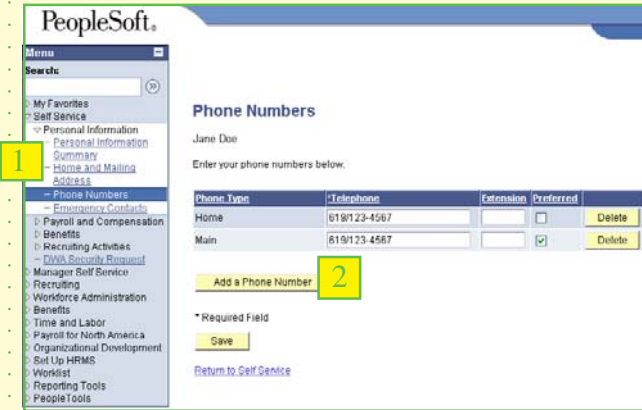


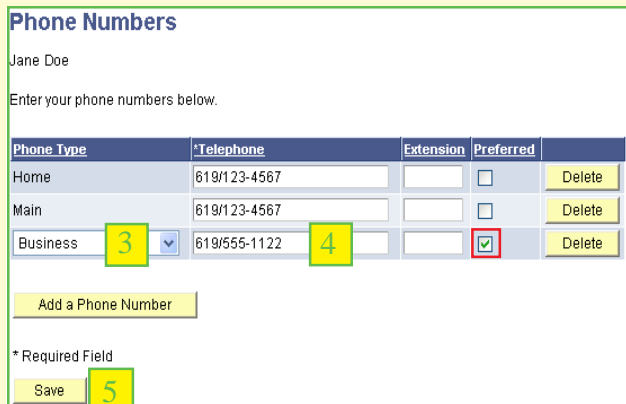
How to Edit and Add Phone Numbers



1. Navigate to: *Self Service > Personal Information > Phone Numbers*

NOTE: To edit any phone number, place your cursor in the Telephone field, make changes, and click the **Save** button.

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



After clicking the **Add a Phone Number** button, a new phone number field will appear.

3. Choose the **Phone Type** from the drop-down box.
4. Enter the new phone number.

NOTE: Please use the following format: *XXX/YYY-ZZZZ* (slash '/' after the area code and a dash '-' after the prefix)

5. Click the **Save** button.

NOTE: At a minimum you must update your **Business** phone; you may update additional phone types at this time if you wish. Click the **Preferred** checkbox next to the business phone number as the district standard. The number you have listed as **Home** is where you will receive Connect-ED calls.

6. Click the **OK** button.

