



My Personal Profile - Phone Numbers

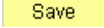



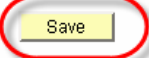








<p>Log into the campus portal. Review business process guide titled "Accessing/Logging into Portal" for further instructions.</p> <p>On the Employee Self Service page, click Phone Numbers.</p>																										
<p>Add a Phone Number</p> <p>Step 1:</p> <p>Click Add a Phone Number.</p>	<table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Cellular</td> <td>949/710-7899</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>949-846-6666</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>On-Campus</td> <td>714/278-7650</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p>	Phone Type	*Telephone	Extension	Preferred	Delete	Business	714/278-7777		<input checked="" type="checkbox"/>	Delete	Cellular	949/710-7899		<input type="checkbox"/>	Delete	Home	949-846-6666		<input type="checkbox"/>	Delete	On-Campus	714/278-7650		<input type="checkbox"/>	
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<p>Step 2: Select the Phone Type. There can only be one of each phone type used.</p> <p>Step 3: In the Telephone field, enter your phone number.</p> <p>Step 4: If this number is to be your primary phone number, place a ✓ in the Primary Phone box.</p>	<table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>714/278-3992</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>On-Campus</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Business Cellular FAX Home Main On-Campus Pager 1 Pager 2 TDD/TTY Telex 	Phone Type	*Telephone	Extension	Preferred	Delete	Home	714/278-3992		<input checked="" type="checkbox"/>	Delete	On-Campus	714/278-7777		<input type="checkbox"/>					<input type="checkbox"/>	Delete					
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<p>Step 5: Click Save when all changes have been completed.</p>	<p>Phone Numbers</p> <p>Tuffy Titan</p> <p>Enter your phone numbers below.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Cellular</td> <td>949/710-7899</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>949-846-6666</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>On-Campus</td> <td>714/278-7650</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777		<input checked="" type="checkbox"/>	Delete	Cellular	949/710-7899		<input type="checkbox"/>	Delete	Home	949-846-6666		<input type="checkbox"/>	Delete	On-Campus	714/278-7650		<input type="checkbox"/>	
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<p>Step 6: You will receive "The Save was successful" message. Click OK.</p> <p>If you are changing a phone number, you can either highlight the former number and enter the new number next to the appropriate phone type or delete that number and add your new number.</p>	<p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>																									
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<p>Step 2: Confirm you want to delete the phone number. Click Yes - Delete or No - Do Not Delete</p> <p>To continue with the deletion, click, Yes - Delete.</p>	<p><u>Phone Numbers</u></p> <p>Delete Confirmation</p> <p>? Are you sure you want to delete Phone Number (Home)?</p> <p>Yes - Delete No - Do Not Delete</p>																				
<p>Step 3: If you select Yes – Delete, you will return to the Phone Numbers page with the selected row already deleted. Click Save.</p>	<p><u>Phone Numbers</u></p> <p>Tuffy Titan</p> <p>Enter your phone numbers below.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Cellular</td> <td>949/710-7899</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>On-Campus</td> <td>714/278-7650</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777		<input checked="" type="checkbox"/>	Delete	Cellular	949/710-7899		<input type="checkbox"/>	Delete	On-Campus	714/278-7650		<input type="checkbox"/>	
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<p><u>Correct a Phone Number or Phone Type</u></p> <p>Step 1: To change a phone number, highlight the phone number then enter the correct phone number and click </p>	<p>Phone Numbers</p> <p>Tuffy Titan</p> <p>Enter your phone numbers below.</p> <table border="1" data-bbox="630 512 1419 646"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td><input type="text" value="714/278-7650"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Cellular</td> <td><input type="text" value="714/616-1389"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>On-Campus</td> <td><input type="text" value="714/278-7650"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p></p> <p>* Required Field</p> <p></p>	Phone Type	*Telephone	Extension	Preferred		Business	<input type="text" value="714/278-7650"/>	<input type="text"/>	<input type="checkbox"/>		Cellular	<input type="text" value="714/616-1389"/>	<input type="text"/>	<input checked="" type="checkbox"/>		On-Campus	<input type="text" value="714/278-7650"/>	<input type="text"/>	<input type="checkbox"/>	
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<p>Step 2: If you have no preferred phone number selected, you will receive the message to the right.</p> <p>Click OK, then check one of your phone numbers as "Preferred". It is required to designate at least one phone entry as the preferred phone.</p>																					
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