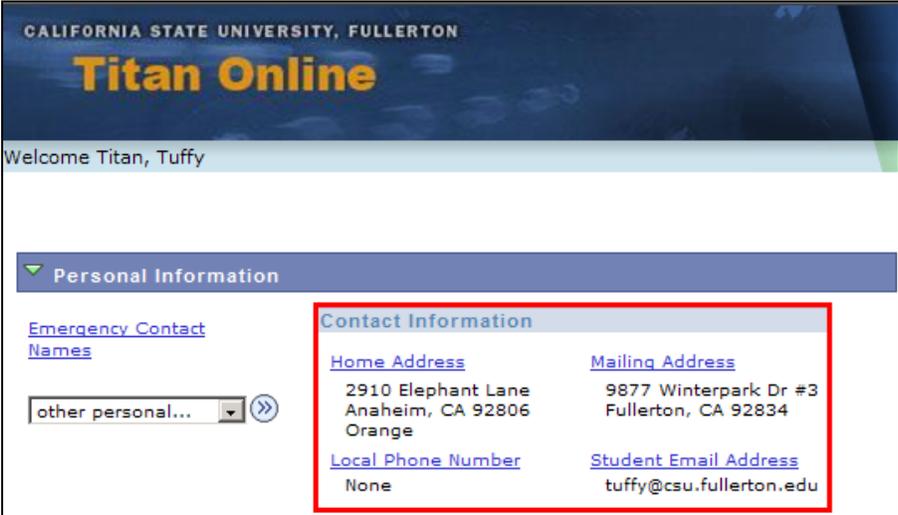


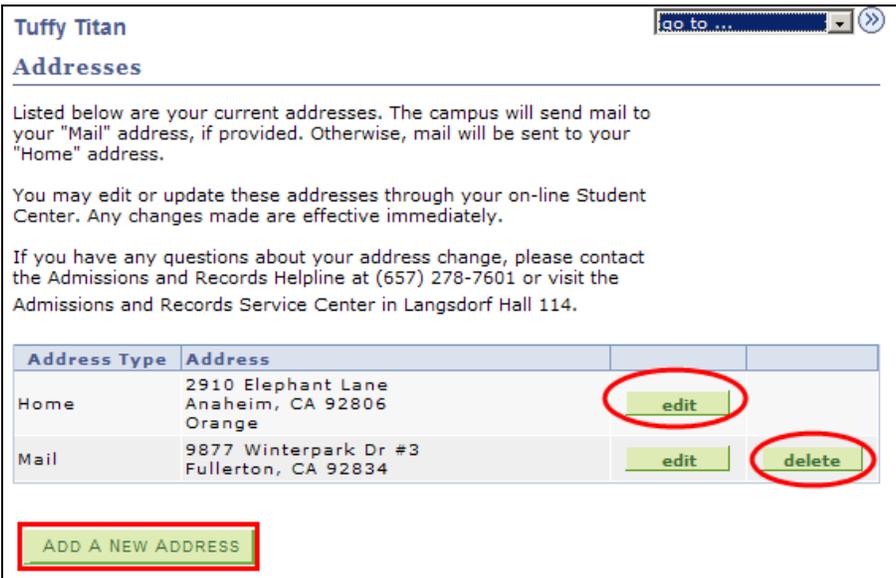
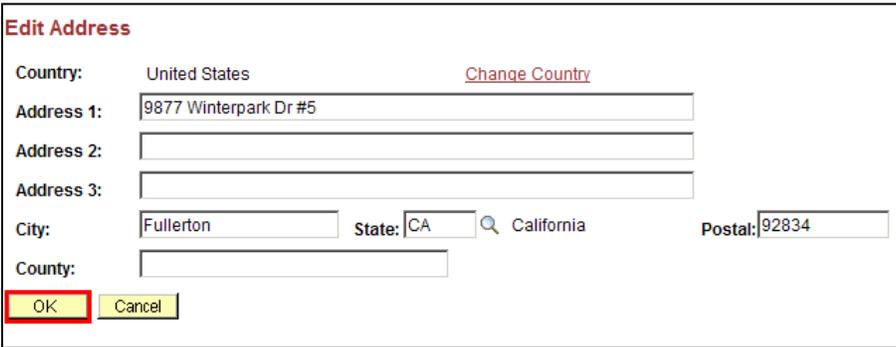
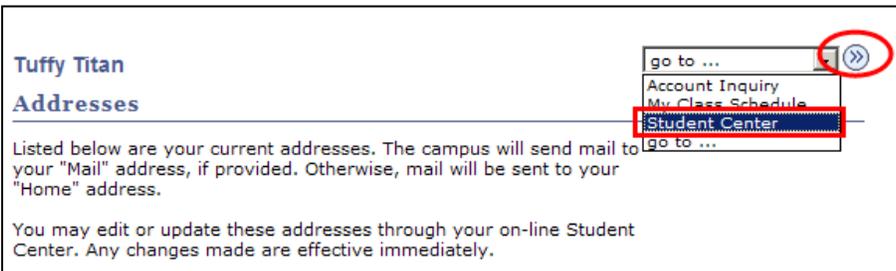
This user guide covers how CSUF students can modify their personal contact information, emergency contact information, and SMS text phone number for notifications. For detailed instructions on accessing the Student Center, please visit the IT Training website: <http://www.fullerton.edu/ittraining>.

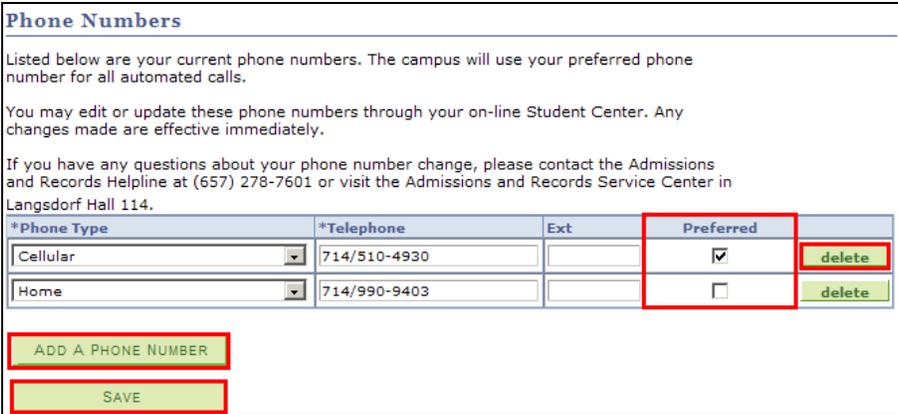
Changing Your Personal Contact Information 1

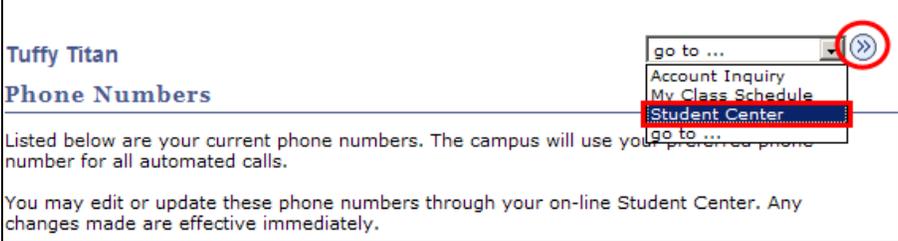
Changing Your Emergency Contact 4

Changing Your SMS Text Phone Number 7

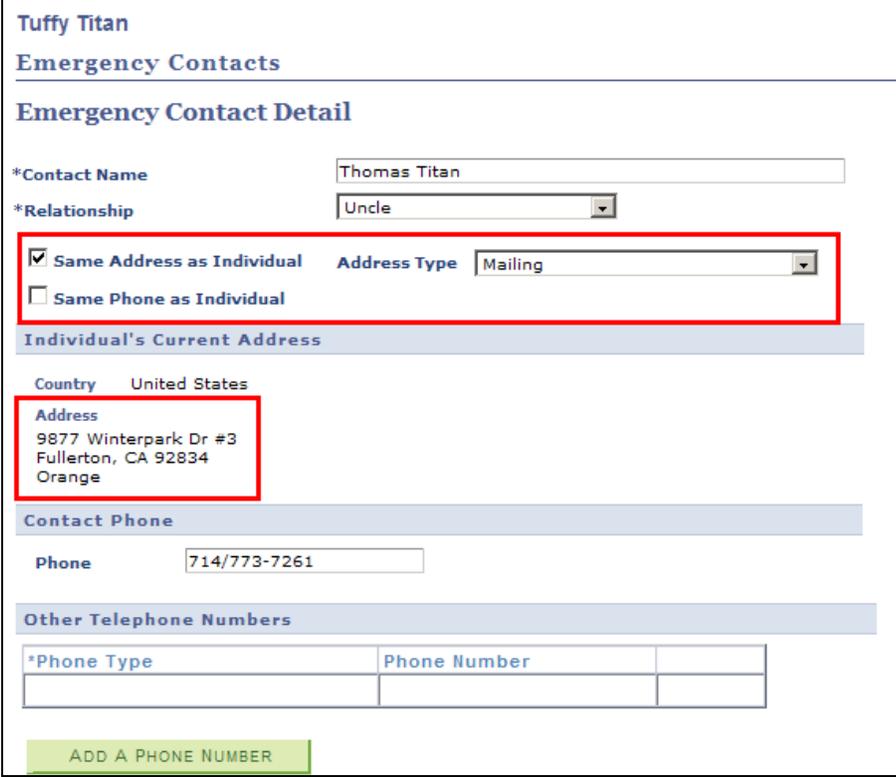
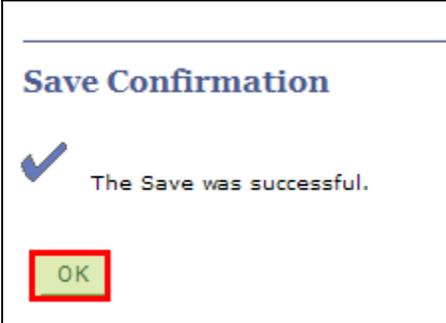
Processing Steps	Screen Shots
<p>Changing Your Personal Contact Information</p> <p>Step 1: From your Student Center on Titan Online, scroll down to the Personal Information section.</p> <p>On the right are links to update Home Address, Mailing Address, and Local Phone Number.</p>  <p>Although you can view your Student Email Address on this page, you cannot modify it.</p>	 <p>The screenshot shows the Titan Online interface. Under the 'Personal Information' section, the 'Contact Information' area is highlighted with a red box. It contains links for 'Home Address', 'Mailing Address', 'Local Phone Number', and 'Student Email Address'. The 'Home Address' and 'Mailing Address' links are underlined.</p>
<p>Step 2: Changing Home or Mailing Address</p> <p>Click on either Home Address or Mailing Address. Both links will take you to the same screen.</p>	 <p>The screenshot is identical to the one above, but the 'Home Address' and 'Mailing Address' links in the 'Contact Information' section are circled in red.</p>

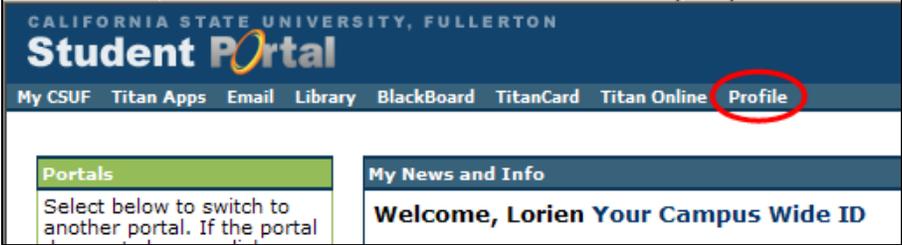
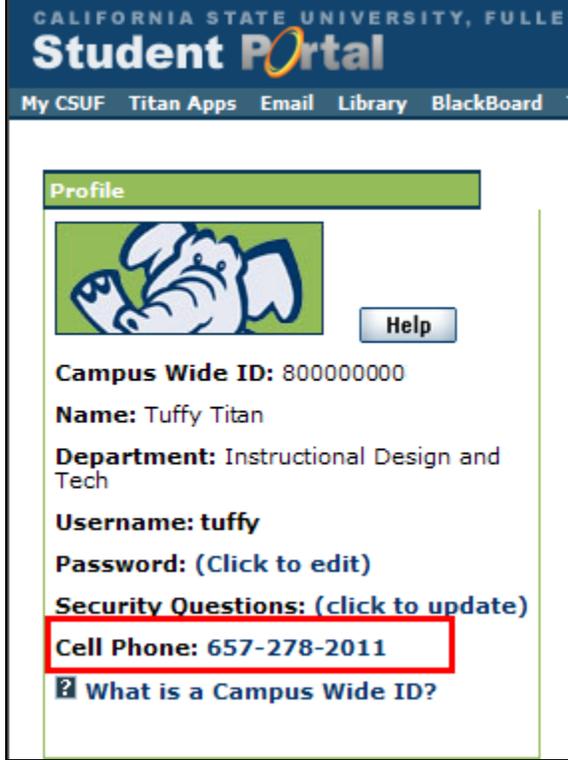
Processing Steps	Screen Shots												
<p>Step 2a: Your current Home and Mailing Addresses will appear.</p> <p>Click Edit next to an address to modify the address.</p> <p>To delete an address, click Delete next to the address you wish to delete.</p> <p>To add a new address, click Add A New Address.</p>  <p>All students are required to provide a Home Address; therefore you cannot delete your Home Address but you may edit it.</p>	 <p>Tuffy Titan go to ... >></p> <p>Addresses</p> <p>Listed below are your current addresses. The campus will send mail to your "Mail" address, if provided. Otherwise, mail will be sent to your "Home" address.</p> <p>You may edit or update these addresses through your on-line Student Center. Any changes made are effective immediately.</p> <p>If you have any questions about your address change, please contact the Admissions and Records Helpline at (657) 278-7601 or visit the Admissions and Records Service Center in Langsdorf Hall 114.</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>2910 Elephant Lane Anaheim, CA 92806 Orange</td> <td>edit</td> <td></td> </tr> <tr> <td>Mail</td> <td>9877 Winterpark Dr #3 Fullerton, CA 92834</td> <td>edit</td> <td>delete</td> </tr> </tbody> </table> <p>ADD A NEW ADDRESS</p>	Address Type	Address			Home	2910 Elephant Lane Anaheim, CA 92806 Orange	edit		Mail	9877 Winterpark Dr #3 Fullerton, CA 92834	edit	delete
Address Type	Address												
Home	2910 Elephant Lane Anaheim, CA 92806 Orange	edit											
Mail	9877 Winterpark Dr #3 Fullerton, CA 92834	edit	delete										
<p>Step 2b: When editing or adding an address, make the necessary modifications to the address on the screen.</p> <p>Then click OK to save your changes.</p>	 <p>Edit Address</p> <p>Country: United States Change Country</p> <p>Address 1: 9877 Winterpark Dr #5</p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: Fullerton State: CA <input type="text"/> California Postal: 92834</p> <p>County: <input type="text"/></p> <p>OK Cancel</p>												
<p>Step 2c: To return to the Student Center, select "Student Center" from the drop-down menu at the top right and then click the double arrow button (>>).</p>	 <p>Tuffy Titan go to ... >></p> <p>Addresses</p> <p>Listed below are your current addresses. The campus will send mail to your "Mail" address, if provided. Otherwise, mail will be sent to your "Home" address.</p> <p>You may edit or update these addresses through your on-line Student Center. Any changes made are effective immediately.</p>												

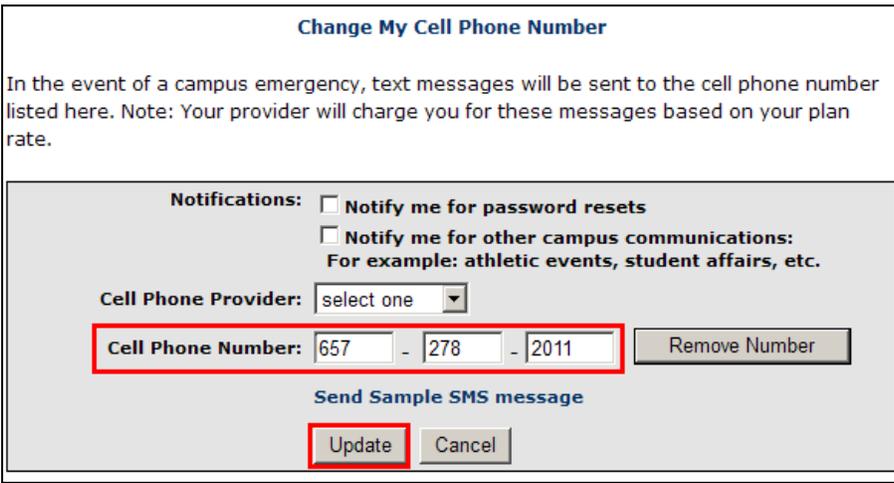
Processing Steps	Screen Shots															
<p>Step 3: Changing Phone Number To change any of your phone numbers (including your local phone number) click on Local Phone Number.</p>	 <p>CALIFORNIA STATE UNIVERSITY, FULLERTON Titan Online Welcome Titan, Tuffy</p> <p>Personal Information</p> <p>Emergency Contact Names other personal... >></p> <p>Contact Information</p> <table border="1"> <tr> <td>Home Address 2910 Elephant Lane Anaheim, CA 92806 Orange</td> <td>Mailing Address 9877 Winterpark Dr #3 Fullerton, CA 92834</td> </tr> <tr> <td>Local Phone Number None</td> <td>Student Email Address tuffy@csu.fullerton.edu</td> </tr> </table>	Home Address 2910 Elephant Lane Anaheim, CA 92806 Orange	Mailing Address 9877 Winterpark Dr #3 Fullerton, CA 92834	Local Phone Number None	Student Email Address tuffy@csu.fullerton.edu											
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Local Phone Number None	Student Email Address tuffy@csu.fullerton.edu															
<p>Step 3a: All of your current phone numbers will appear.</p> <p>To modify a phone number, simply type over the current contents of the Telephone field.</p> <p>To change your preferred phone number (the one CSUF will use for all automated calls), place a check mark in the Preferred column next to the number you wish CSUF to use.</p> <p>To delete a phone number, click the Delete button next to the phone number you want to delete.</p> <p>To add a new phone number, click Add A Phone Number.</p> <p>When you are finished making changes, click Save.</p>	 <p>Phone Numbers</p> <p>Listed below are your current phone numbers. The campus will use your preferred phone number for all automated calls.</p> <p>You may edit or update these phone numbers through your on-line Student Center. Any changes made are effective immediately.</p> <p>If you have any questions about your phone number change, please contact the Admissions and Records Helpline at (657) 278-7601 or visit the Admissions and Records Service Center in Langsdorf Hall 114.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>*Telephone</th> <th>Ext</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Cellular</td> <td>714/510-4930</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>delete</td> </tr> <tr> <td>Home</td> <td>714/990-9403</td> <td></td> <td><input type="checkbox"/></td> <td>delete</td> </tr> </tbody> </table> <p>ADD A PHONE NUMBER</p> <p>SAVE</p>	*Phone Type	*Telephone	Ext	Preferred		Cellular	714/510-4930		<input checked="" type="checkbox"/>	delete	Home	714/990-9403		<input type="checkbox"/>	delete
*Phone Type	*Telephone	Ext	Preferred													
Cellular	714/510-4930		<input checked="" type="checkbox"/>	delete												
Home	714/990-9403		<input type="checkbox"/>	delete												

Processing Steps	Screen Shots
<p>Step 3b: You will receive a confirmation message that your changes have been saved. Click OK.</p>	
<p>Step 3c: To return to the Student Center, select "Student Center" from the drop-down menu at the top right and then click the double arrow button (⏪).</p>	
<p>Changing Your Emergency Contact</p> <p>Step 1: From your Student Center on Titan Online, scroll down to the Personal Information section.</p> <p>Click on Emergency Contact.</p>	

Processing Steps	Screen Shots												
<p>Step 2: Your current emergency contact information will appear.</p> <p>To view a contact's details, click on the contact's name.</p> <p>To edit a contact's details, click the Edit button next to their name.</p> <p>To delete a contact, click the Delete button next to their name.</p> <p>To add a new contact, click Add An Emergency Contact.</p> <p>To change the primary emergency contact, click Change The Primary Contact.</p>	<div data-bbox="570 268 1468 730"> <h3>Emergency Contacts</h3> <p>Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Martha Titan</td> <td>Mother</td> <td>edit</td> <td>delete</td> </tr> <tr> <td>Thomas Titan</td> <td>Uncle</td> <td>edit</td> <td>delete</td> </tr> </tbody> </table> <p>ADD AN EMERGENCY CONTACT</p> <p>Primary Contact Martha Titan</p> <p>CHANGE THE PRIMARY CONTACT</p> </div>	Contact Name	Relationship			Martha Titan	Mother	edit	delete	Thomas Titan	Uncle	edit	delete
Contact Name	Relationship												
Martha Titan	Mother	edit	delete										
Thomas Titan	Uncle	edit	delete										
<p>Step 3: When adding or modifying an emergency contact, fill in the individual's contact details.</p> <p>Once you have filled out this page, click Save to save your changes.</p> <p>If you do not want to save your changes, click Return to Emergency Contacts.</p>	<div data-bbox="570 993 1468 1766"> <h3>Emergency Contact Detail</h3> <p>*Contact Name <input type="text" value="Martha Titan"/></p> <p>*Relationship <input type="text" value="Mother"/></p> <p><input type="checkbox"/> Same Address as Individual</p> <p><input type="checkbox"/> Same Phone as Individual</p> <p>Contact Address</p> <p>Country United States</p> <p>Address 1010 Maple St Cleveland, OH 40110 Edit Address</p> <p>Contact Phone</p> <p>Phone <input type="text" value="649/987-1923"/></p> <p>Other Telephone Numbers</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>Phone Number</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>ADD A PHONE NUMBER</p> <p>SAVE</p> <p>Return to Emergency Contacts</p> </div>	*Phone Type	Phone Number										
*Phone Type	Phone Number												

Processing Steps	Screen Shots
<p>Step 3a: When you select the Same Address as Individual or the Same Phone as Individual check box, additional options become available to you.</p> <p>Specify which address and/or phone number that is currently associated with you that you would like associated with your emergency contact.</p>  <p>Use these options when you live at the same address as your emergency contact and/or share a phone number with your emergency contact.</p>	
<p>Step 3b: If you save your changes, you will receive a confirmation that your changes have been saved. Click OK.</p>	
<p>Step 4: To return to the Student Center, select "Student Center" from the drop-down menu at the top right and then click the double arrow button (»).</p>	

Processing Steps	Screen Shots
<p>Changing Your SMS Text Phone Number</p> <p>Step 1: From your student portal, click on Profile.</p>	
<p>Step 2: In the Profile section, your current SMS text phone number will be displayed next to Cell Phone.</p> <p>Click on the cell phone number to modify it.</p>	

Processing Steps	Screen Shots
<p>Step 3: Modify your SMS text phone number by typing over the existing phone number in the Cell Phone Number field.</p> <p>If you do not wish to receive campus emergency notifications via text message, click the Remove Number button.</p> <p>Once you have made your changes, click Update.</p>	 <p>Change My Cell Phone Number</p> <p>In the event of a campus emergency, text messages will be sent to the cell phone number listed here. Note: Your provider will charge you for these messages based on your plan rate.</p> <p>Notifications: <input type="checkbox"/> Notify me for password resets <input type="checkbox"/> Notify me for other campus communications: For example: athletic events, student affairs, etc.</p> <p>Cell Phone Provider: select one</p> <p>Cell Phone Number: 657 - 278 - 2011 <input type="button" value="Remove Number"/></p> <p>Send Sample SMS message</p> <p><input type="button" value="Update"/> <input type="button" value="Cancel"/></p>