


This guide covers how to modify your phone numbers via Employee Self-Service. On the Phone Numbers screen all of your phone numbers are displayed and you can modify all of the phone numbers except Business which is the same as the campus extension listed for you in the Outlook address book and campus directory.






These phone numbers are for Human Resources use only.



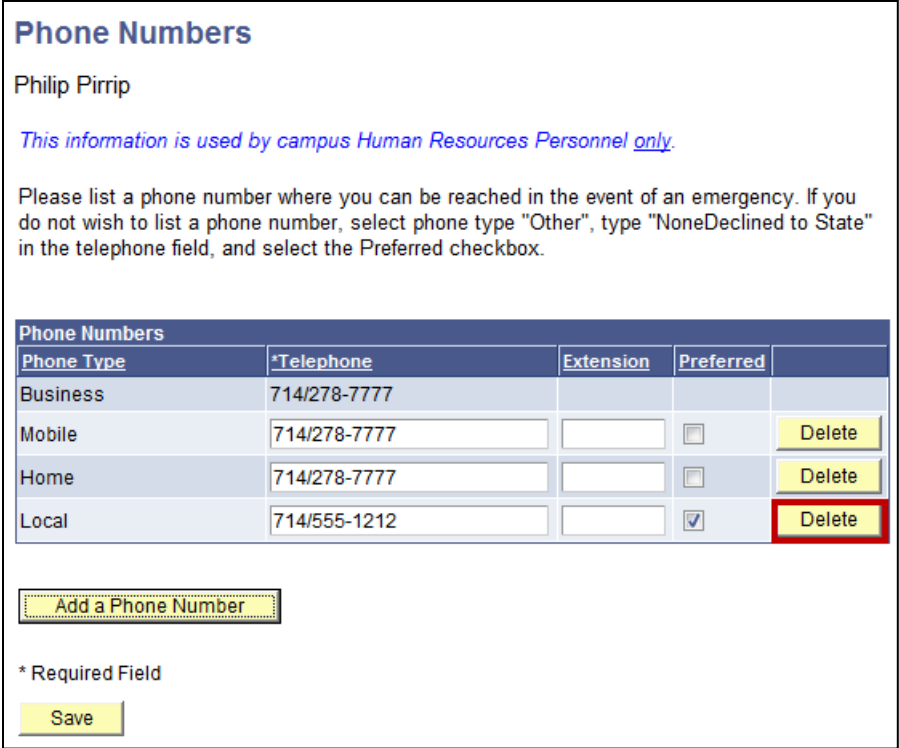
Contents

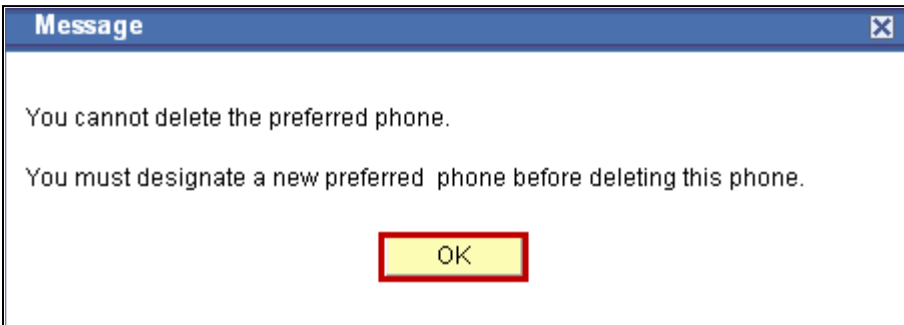
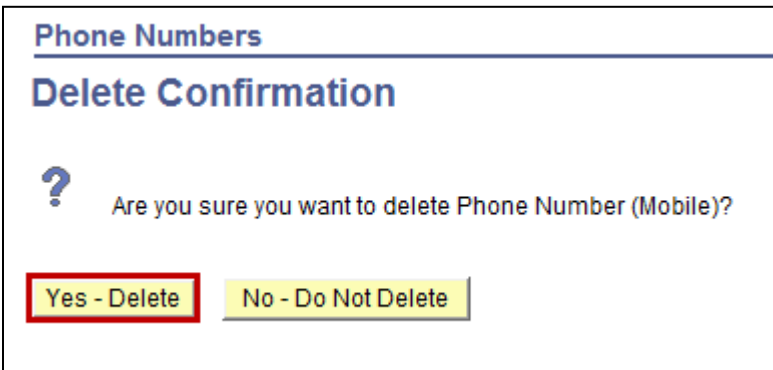
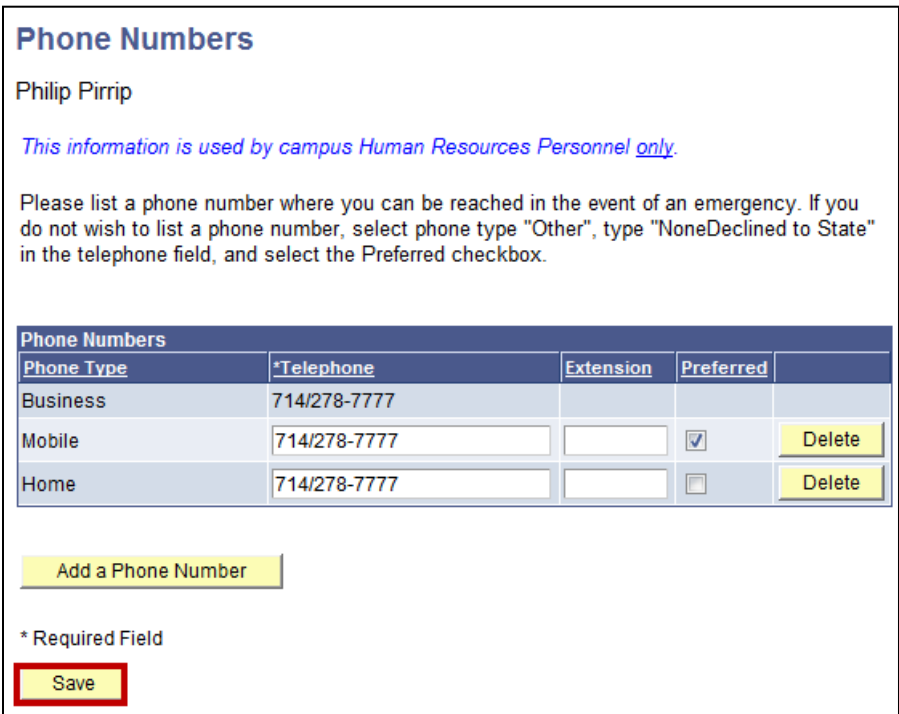
Navigate to Phone Numbers	1
Add a Phone Number	2
Delete a Phone Number	4
Correct a Phone Number.....	6
Designating a Preferred Phone Number	8
Decline to State a Phone Number	9

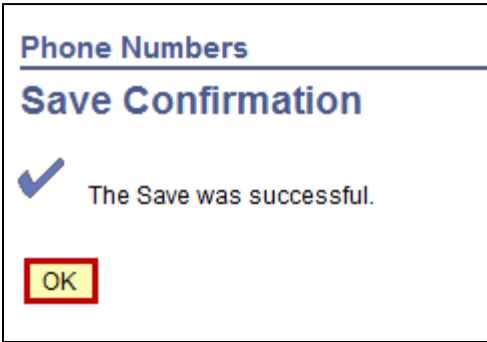
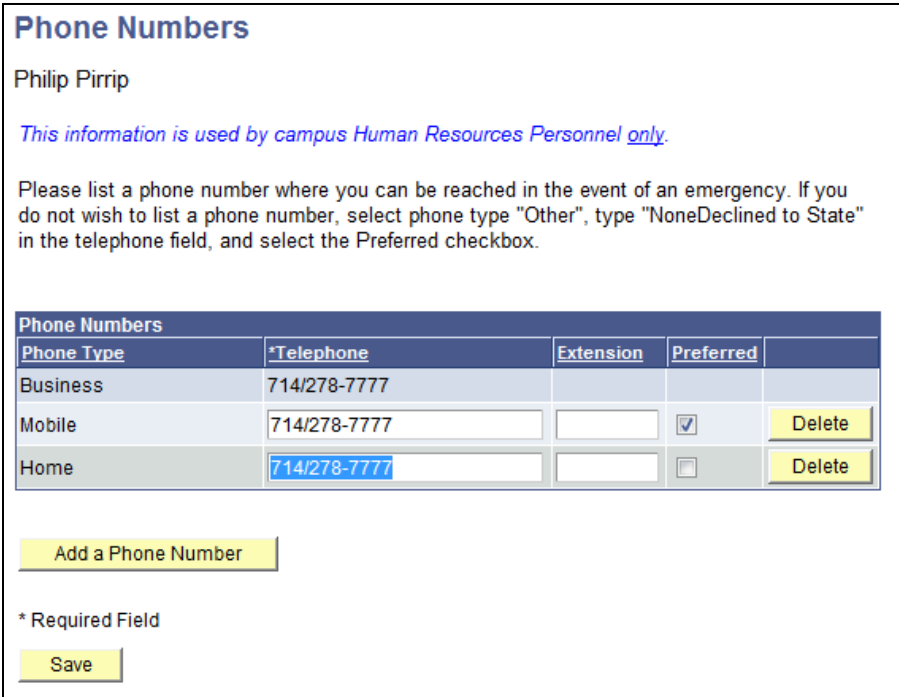

Processing Steps	Screen Shots
<p><u>Navigate to Phone Numbers</u></p> <p>Step 1: Log in to the campus portal and navigate to Employee Self Service.</p> <p>Select Phone Numbers in the My Personal Profile section.</p>	 <p>The screenshot shows the 'Employee Self Service' portal. Under the 'My Personal Profile' folder, the 'Phone Numbers' link is highlighted with a red rectangular box. Other links in the profile section include Personal Information, Home Address, Email Addresses, and Emergency Contacts. The 'My Benefits Information' section includes Health Plans Summary, Dependents, Coverage Summary, Life and LTD Plans, and HCRA & DCRA - (FSA).</p>

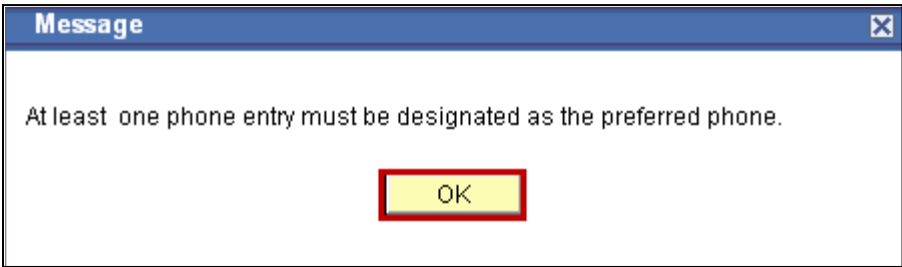

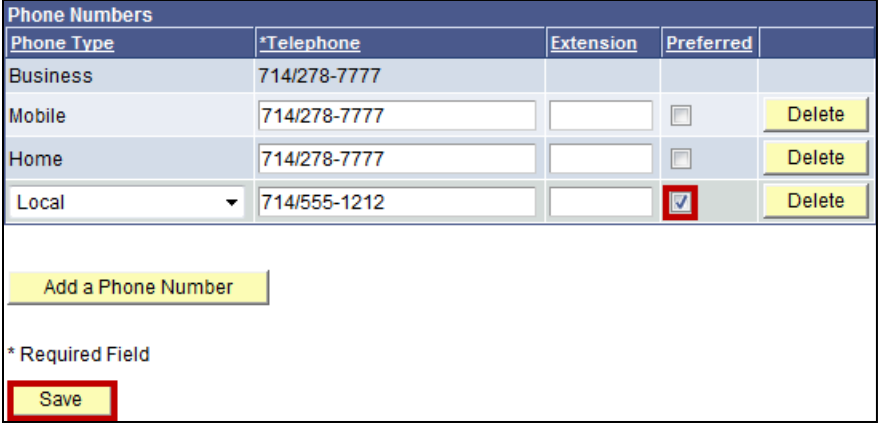
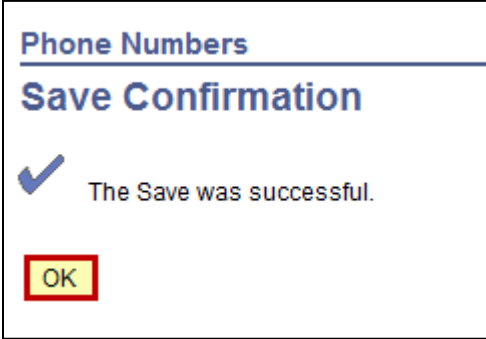
Processing Steps	Screen Shots																									
<p>Add a Phone Number</p> <p>Step 1: Click Add a Phone Number.</p>	<div data-bbox="570 268 1430 848"> <h3>Phone Numbers</h3> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Add a Phone Number</p> </div>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input checked="" type="checkbox"/>	Delete					
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<p>Step 2: First, select the Phone Type.</p> <p> There can only be one of each phone type used.</p>	<div data-bbox="570 940 1459 1293"> <h3>Phone Numbers</h3> <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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>FAX Local On-Campus Other</p> </div>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input checked="" type="checkbox"/>	Delete	<input type="text"/>			<input type="checkbox"/>	Delete
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<p>Step 3: In the Telephone field, enter your phone number.</p> <p> If this number is to be your primary phone number, place a check mark (<input checked="" type="checkbox"/>) in the <i>Preferred</i> box. Note that you cannot choose <i>Business</i> or <i>On-Campus</i> as your preferred phone number.</p>	<div data-bbox="570 1381 1459 1614"> <h3>Phone Numbers</h3> <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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td style="border: 1px solid red;">714/555-1212</td> <td></td> <td style="border: 1px solid red;"><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> </div>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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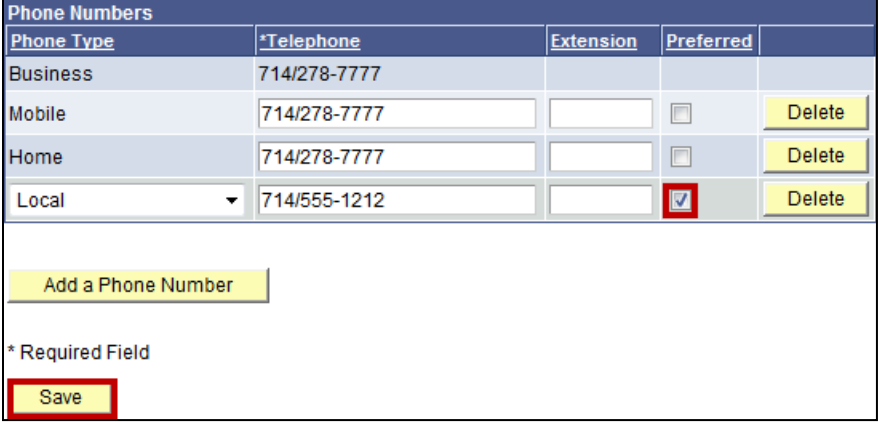
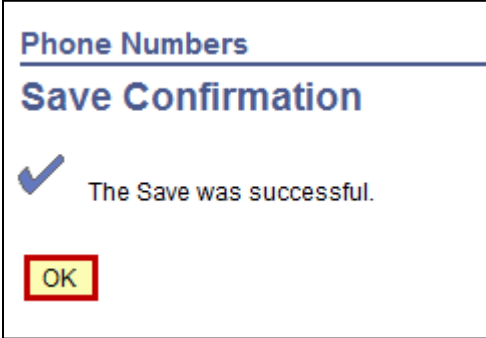
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<p>Step 4: Click Save when all changes have been completed.</p>	<div data-bbox="570 268 1458 1014"> <h3>Phone Numbers</h3> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td>714/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> </div>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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<p>Step 4a: If you have no preferred phone number selected, you will receive an error message.</p> <p>Click OK.</p>	<div data-bbox="570 1102 1466 1365"> <h3>Message</h3> <p>At least one phone entry must be designated as the preferred phone.</p> <p>OK</p> </div>																									
<p>Step 4b: Place a check mark next to one of your phone numbers to mark it as preferred.</p> <p>Then click Save.</p> <p> You cannot choose <i>Business</i> or <i>On-Campus</i> as your preferred phone number.</p>	<div data-bbox="570 1453 1442 1875"> <h3>Phone Numbers</h3> <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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td>714/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> </div>	Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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<p>Step 5: You will receive a message indicating the save was successful. Click OK.</p> <p> You will also receive an email confirmation that a change was made.</p>																										
<p>Delete a Phone Number</p> <p>Step1: Click Delete next to the phone number you wish to delete.</p>	 <p>Phone Numbers</p> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</p> <table border="1" data-bbox="581 1018 1451 1241"> <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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td>714/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</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				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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<p>Step 1a: If you try to delete your preferred phone number, you will receive an error message.</p> <p>You will need to designate another phone number as your preferred phone number before you can delete the phone number.</p> <p>Click OK to return to the Phone Numbers screen.</p>																					
<p>Step 2: You will be asked to confirm the deletion.</p> <p>To continue with the deletion, click Yes – Delete.</p>																					
<p>Step 3: If you select Yes – Delete, you will return to the Phone Numbers page with the selected row already deleted.</p> <p>Click Save.</p>	 <p>Phone Numbers</p> <p>Philip Pirrip</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</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				Mobile	714/278-7777		<input checked="" type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete
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<p>Step 4: You will receive a message indicating the save was successful. Click OK.</p>	
<p>Correct a Phone Number</p> <p>Step 1: To change a phone number, first highlight the current phone number.</p>	
<p>Step 2: Type in the correct phone number. Then click Save.</p>	

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<p>Step 2a: If you have no preferred phone number selected, you will receive an error message.</p> <p>Click OK.</p>																										
<p>Step 2b: Place a check mark next to one of your phone numbers to mark it as preferred.</p> <p>Then click Save.</p> <p> You cannot choose <i>Business</i> or <i>On-Campus</i> as your preferred phone number.</p>	 <table border="1" data-bbox="570 625 1442 846"> <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 type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td>714/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</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 type="checkbox"/>		Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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<p><u>Designating a Preferred Phone Number</u></p> <p>Your preferred phone number is the phone number you wish the campus to use as your primary contact number. You can designate any phone number as preferred other than <i>Business</i>.</p> <p>You are required to have a preferred phone number.</p> <p>Step 1: Place a check mark next to the phone number you wish to designate as your preferred phone number.</p> <p>Then click Save.</p>	 <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <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></td> <td></td> </tr> <tr> <td>Mobile</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>714/278-7777</td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Local</td> <td>714/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred		Business	714/278-7777				Mobile	714/278-7777		<input type="checkbox"/>	Delete	Home	714/278-7777		<input type="checkbox"/>	Delete	Local	714/555-1212		<input checked="" type="checkbox"/>	Delete
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<p><u>Decline to State a Phone Number</u></p> <p>If you do not wish to provide a personal phone number, please follow these steps to indicate your choice.</p> <p>Step 1: Click Add a Phone Number.</p>	<div data-bbox="570 268 1466 892"> <h3>Phone Numbers</h3> <p>Ada Clare</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</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>657/278-7777</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> </div>	Phone Type	*Telephone	Extension	Preferred		Business	657/278-7777								
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<p>Step 2: Select Other from the Phone Type drop-down menu.</p>	<div data-bbox="570 982 1450 1283"> <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>657/278-7777</td> <td></td> <td></td> <td></td> </tr> <tr> <td> <div style="border: 1px solid black; padding: 2px;"> FAX Home Local Mobile On-Campus Other </div> </td> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> </div>	Phone Type	*Telephone	Extension	Preferred		Business	657/278-7777				<div style="border: 1px solid black; padding: 2px;"> FAX Home Local Mobile On-Campus Other </div>			<input type="checkbox"/>	Delete
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<p>Step 3: In the Telephone field, enter NoneDeclined To State.</p> <p>Place a check mark in the Preferred column.</p> <p> Be sure there is no space between "None" and "Declined."</p>	<div data-bbox="570 1377 1450 1518"> <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>657/278-7777</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td>NoneDeclined to State</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> </div>	Phone Type	*Telephone	Extension	Preferred		Business	657/278-7777				Other	NoneDeclined to State		<input checked="" type="checkbox"/>	Delete
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Processing Steps	Screen Shots																				
<p>Step 4: Click Save when all changes have been completed.</p>	<div data-bbox="570 270 1453 926"> <h3>Phone Numbers</h3> <p>Ada Clare</p> <p><i>This information is used by campus Human Resources Personnel only.</i></p> <p>Please list a phone number where you can be reached in the event of an emergency. If you do not wish to list a phone number, select phone type "Other", type "NoneDeclined to State" in the telephone field, and select the Preferred checkbox.</p> <table border="1" data-bbox="586 581 1446 716"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>657/278-7777</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td>NonDeclined to State</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>* Required Field</p> <p>Save</p> </div>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred		Business	657/278-7777				Other	NonDeclined to State		<input checked="" type="checkbox"/>	Delete
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<p>Step 5: You will receive a message indicating the save was successful. Click OK.</p>	<div data-bbox="570 1016 1053 1354"> <h3>Phone Numbers</h3> <h2>Save Confirmation</h2> <p> The Save was successful.</p> <p>OK</p> </div>																				