

CampS: Editing Your Phone Numbers (Students)

Last Modified on 05/02/2018 11:51 am CDT

With MyBlugold CampS, you can now edit most of your personal information by yourself. This document will help you edit your phone number information.

Contents:

- [Adding a New Phone Number](#)
- [Editing an Existing Phone Number](#)
- [Deleting a Phone Number](#)
- [Types of Phone Numbers](#)

Adding a New Phone Number

1. [Access Campus Personal Information](#) .
2. Select **Phone Numbers**.

Your current phone number appears.

Phone Numbers

Enter your phone number(s) below.

***** PLEASE INCLUDE AREA CODE - EVEN FOR LOCAL NUMBERS *****
Examples: 715-555-1234 or 715/555-1234 (either will save as 715/555-1234)

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

FOREIGN PHONE NUMBERS: Current Students contact the Registrar's Office, employees contact Human Resources, and alumni contact Development/Alumni Relations to update phone numbers with country codes. Thank you.

| *Phone Type | *Telephone | Ext | Preferred | |
|-------------|----------------------|----------------------|-------------------------------------|---------------------------------------|
| Home | <input type="text"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="button" value="delete"/> |
| Mobile | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="button" value="delete"/> |

3. Click **Add a Phone Number**.

A blank phone number row appears.

4. From the *Phone Type* pull-down menu, select the desired option.

HINT: For a description, refer to Types of Phone Numbers.

5. In the text boxes, type the 10-digit phone number.

6. (Optional) Select **Preferred** if this is the number you would like to be contacted at.

NOTE: The option is selected when a checkmark appears.

7. Click **Save**.

8. Click **Ok**.

You are returned to the *Phone Numbers* page.

The new phone number has been saved.

Editing an Existing Phone Number

1. [Access Campus Personal Information](#) .

2. Select **Phone Numbers**.

3. In the text box displaying the number you want to edit, make your changes.

4. Click **Save**.

5. Click **Ok**.

The edits to phone numbers have been saved.

Deleting a Phone Number

1. [Access Campus Personal Information](#) .

2. Select **Phone Numbers**.

3. In the row of the phone number you would like to delete, select **Delete**.

NOTE: When you delete the preferred phone number, one of the remaining numbers will be selected as preferred. If the wrong number is selected, you can

change it by editing the phone number.

4. Click **Yes - Delete**.

You will be returned to the *Phone Numbers* web page.

The selected phone number has been deleted.

Types of Phone Numbers

There are multiple phone number types which might be kept on record by the University:

- *Home* and *Home 2* are your permanent phone number(s). (Many undergraduate students lists the phone number(s) of their parents and most employees will list the phone at their current residence.)
- *Local* is the number where students can be reached while attending UW-Eau Claire. (Employees normally will not have a Local number.)
- *Other*, *Other 2*, and *Other 3* are miscellaneous phone numbers that you may want the University to know about.
- *Fax* is rarely used.