

# CampS: Editing Your Phone Numbers (Students)


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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 **Contact Details**.  
Your current phone number appears.
3. Click  to **Add a Phone Number**. A blank phone number row appears.
4. From the *Type* pull-down menu, select the desired option.
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**. 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 **Contact Details**
3. Click on the row of the number you wish to edit.
4. In the box make any desired edits.  
*NOTE: You cannot edit the Type once it has been created. Instead you should delete that phone number and add a new phone number with the Phone Type that you want.*
5. Click **Save**. The edits to phone numbers have been saved.

# Deleting a Phone Number

1. [Access Campus Personal Information.](#)
2. Select **Contact Details**.
3. Click on the row of the number you wish to delete
4. Select **Delete**.

*NOTE: When you delete the preferred phone number, one of the remaining numbers will need to be selected as preferred.*

5. 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 list 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.
  - Saving a *TEXT* phone type – allows TEXT Message Communications by UW-Eau Claire. \*\*
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