

## Update your Telephone Number:

<u>Cellular</u>: your mobile phone number, if applicable

*<u>Home</u>*: your home phone number

Main: your primary phone number for contacts during office hours

Business: your work phone number

Phone Numbers					
* Required Field					
Enter your phone numbers below.					
If multiple phone numbers are entered, sp by selecting the preferred checkbox.	Secify your primary contact number				
* PHONE TYPE	▲ * TELEPHONE	EXT 🔺	COUNTRY 🔺	PREFERRED A	DELETE
Mobile	▼			Preferred	X Delete
Home	▼			Preferred	X Delete
Main	▼			Preferred	X Delete
Add a Phone Number Save					

To View, Add or Change a Phone number:

1. Log into **BroncoDirect** to Your Student Center



2. Click Personal Information pull-down menu

Personal Information	~
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3. Select My Phone Numbers

My Phone Numbers

## To **Edit** a phone number:

1. Enter the New phone number under the **Telephone** field

* TELEPHONE	<b>^</b>
* TELEFHONE	<b>_</b>

2. Select the Phone Type from the drop-down menu

PHONE TYPE 🗸 🗸
Home 🗸
Business
FAX
Home
Main
Mobile
On-Campus
Other
Pager 1
Pager 2
TDD/TTY
Telex

## To Add a phone number:

1. Click Add a Phone Number button



2. Select Phone Type

PHONE TYPE -
Home ~
Business
FAX
Home
Main
Mobile
On-Campus
Other
Pager 1
Pager 2
TDD/TTY
Telex

- 3. Enter the phone number, including area code
- 4. Check the **Preferred** box to indicate your primary contact number

PREFERRED 4	•
Preferred	
Preferred	
Preferred	

To **Delete** a phone number:

1. Click the RED Delete button



Click the Save button

