



- 2. Click on the **ASSIST** icon found on the Applications section.
- 3. From The Student Service section, click on the **Student Profile** icon.
- 4. Click on **Personal Information** found on the left column.
- 5. Under the Personal Information section, you will find a category labeled **Phone Number**.



*Verify that the phone number under "Cell Phone (Primary)" is correct. This is the number that will be used for emergency notifications.

If the phone number needs to be changed, click on the (icon to **UPDATE** or (icon to **DELETE**

*You can also add a second phone number in case we can't reach you on your primary phone number

If there is NO phone number listed, click on the	+ Add New	button to ADD a new phone number then
click on "Add" when done.		

Select Phone Type			
Phone Number			
Area Code	Phone Number	Extension	
International Access	Code and Phone Number		
International Phon	e Number		
Primary	Unlisted		



View your personal and academic information

and apply for graduation.

view/request a transcript, view your degree plan,



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