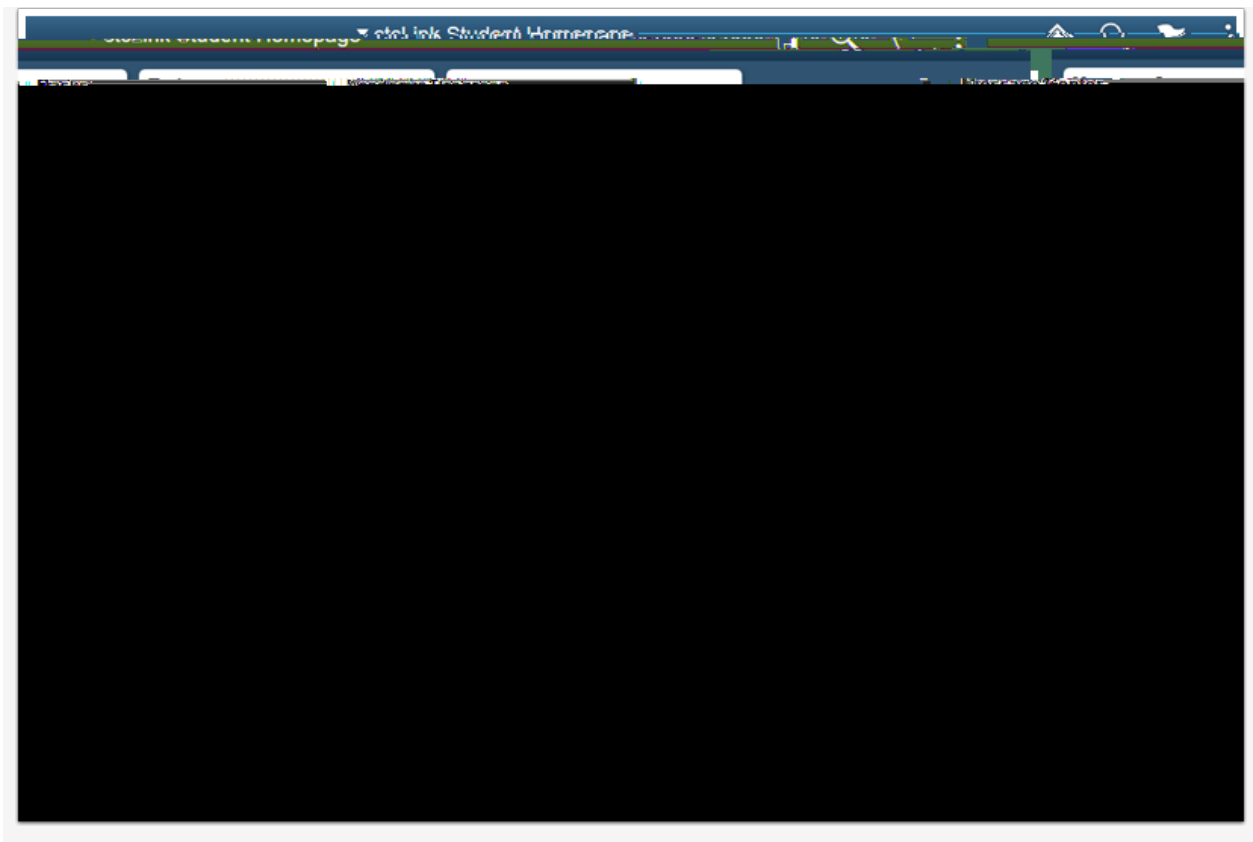




Update Contact Details

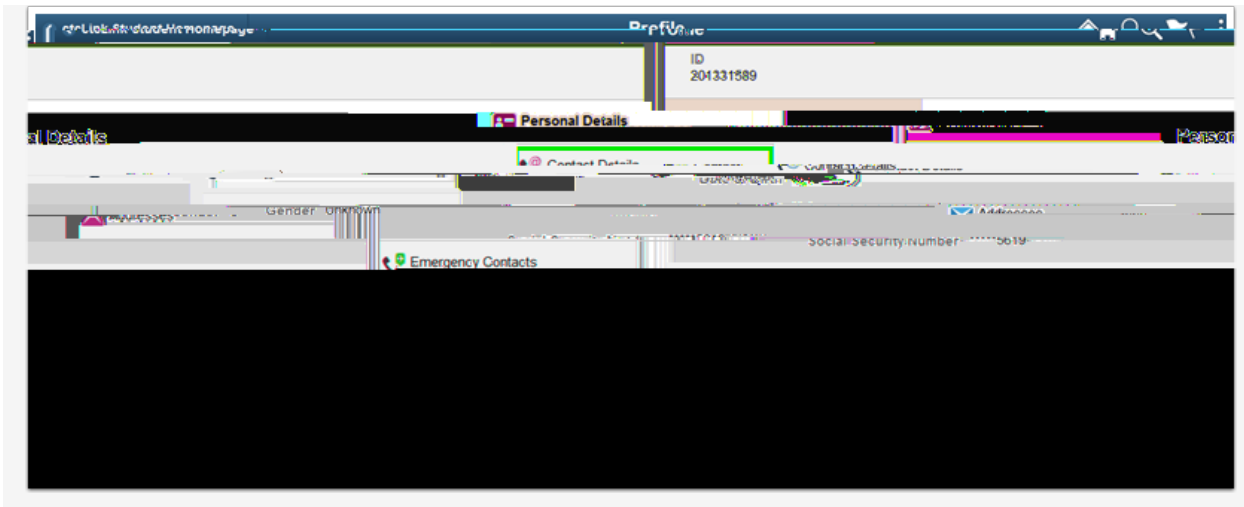
Navigation: Student Homepage

1. Select the **Profile** tile.

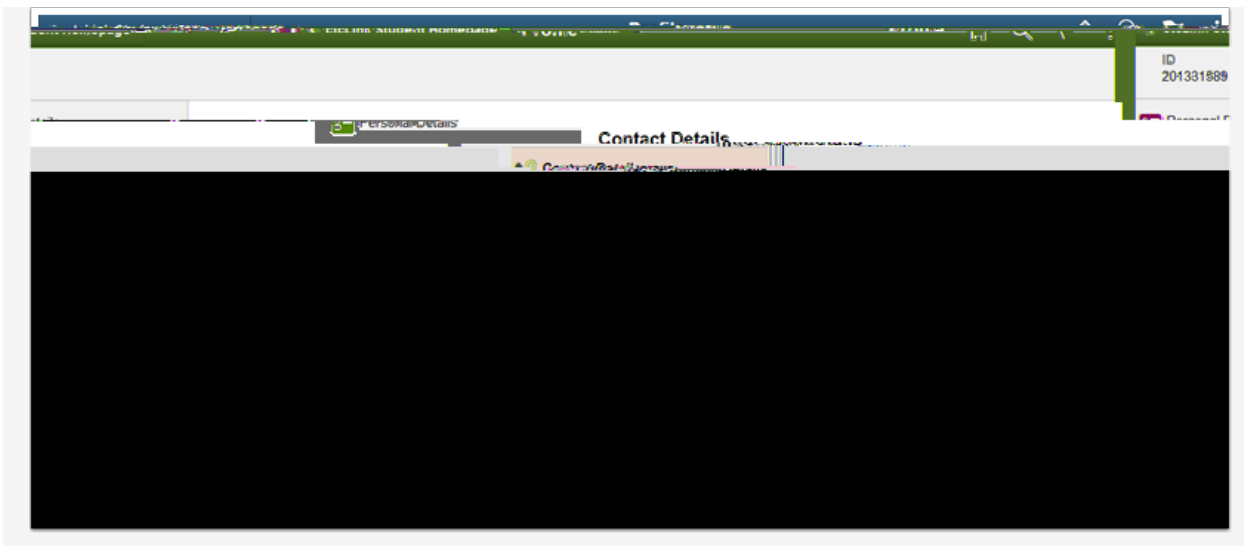


2. The **Personal Details** page displays.

3. Select **Contact Details**.



4. The **Contact Details** page displays.
5. Select an existing **Email** to update or select **+** to add a new Email Type.

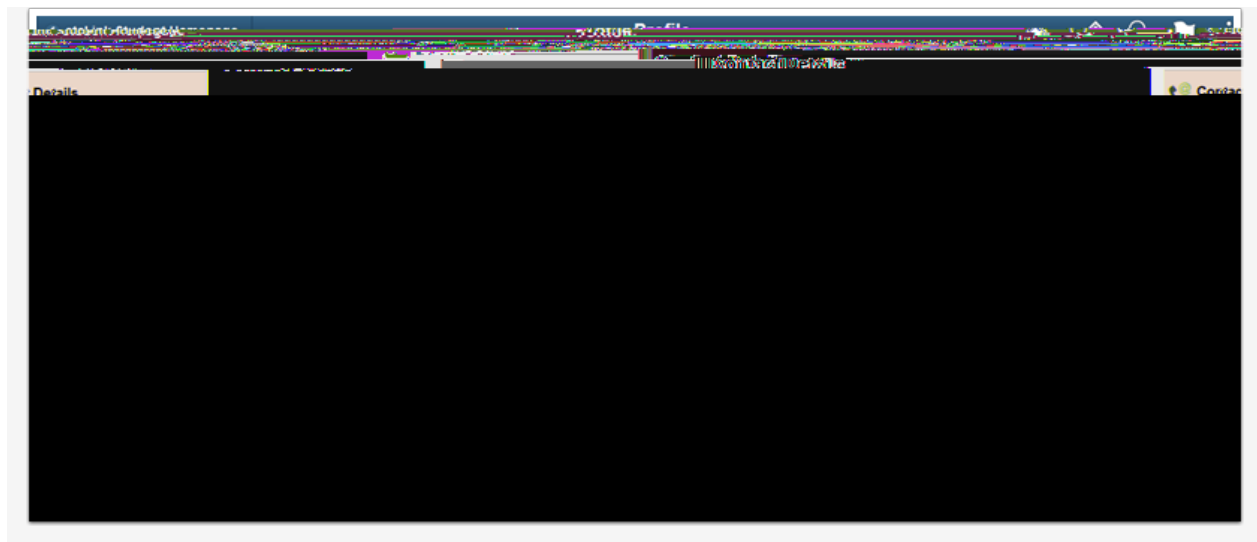


6. The **Add Email** page displays.
7. Enter **Email** address.
8. If appropriate, check the **Preferred** checkbox.
9. Select **Save**.



10. The updated **Contact Details** page displays.

11. Select an existing **Phone** to update or select **+** to add a new **Phone Type**.



12. The **Add Phone** page displays.

13. Enter **Type**.

14. Enter **Country Code**.

15. Enter **Phone Number**.

16. Enter **Extension**.

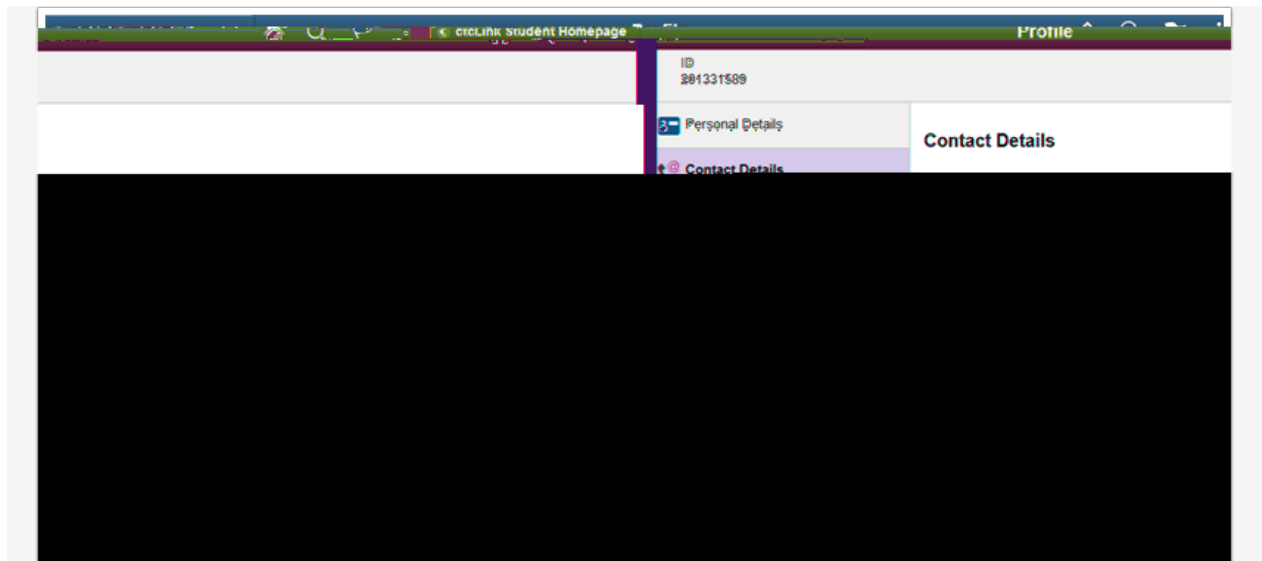
17. If appropriate, check the **Preferred** checkbox.

18. If appropriate, check the **Enable Texts** checkbox.

19. Select **Save**.



20. The updated **Contact Details** page displays.



21. Process complete.