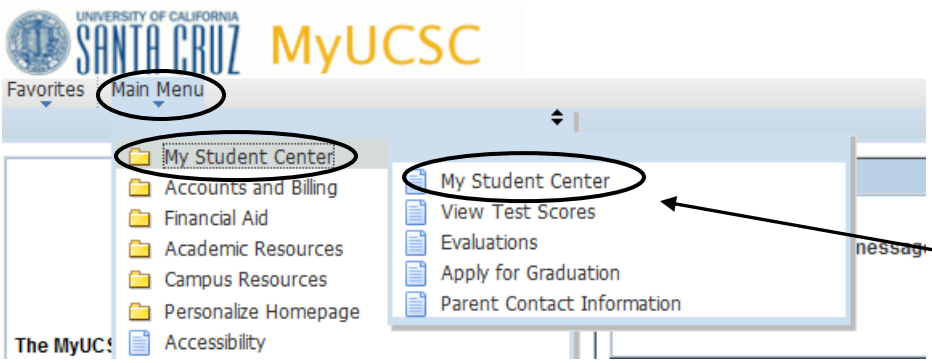
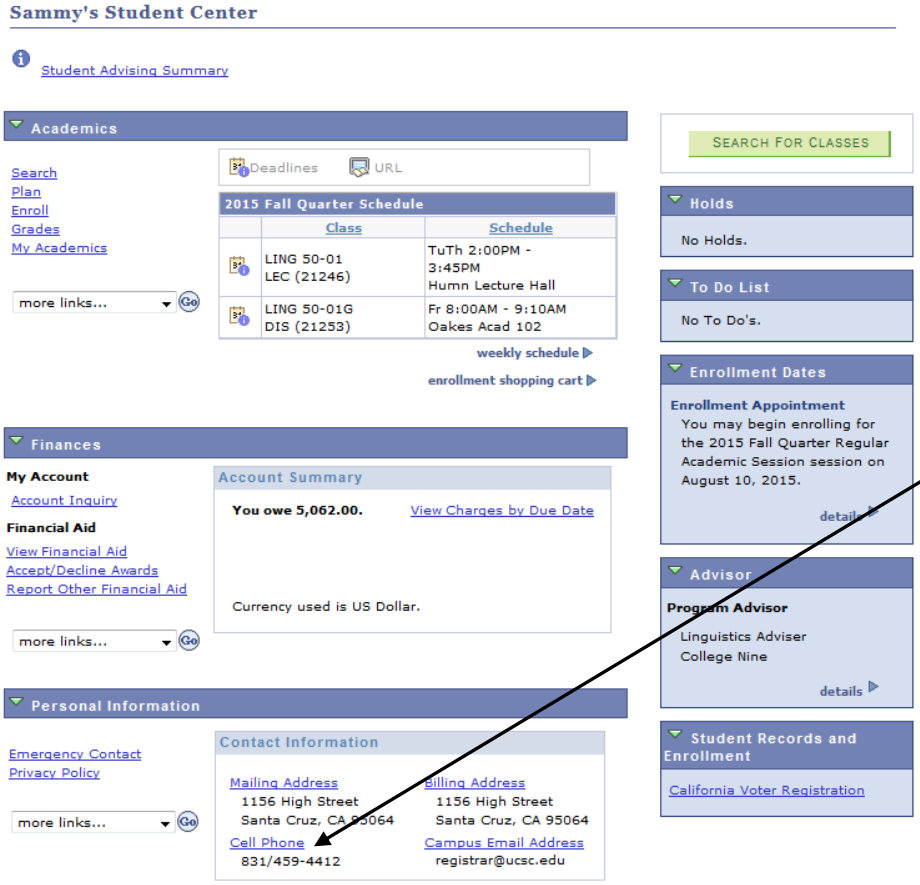
How to Add or Update Phone Numbers



1) Sign into your student portal at my.ucsc.edu

2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page



3) In the Personal Information section, click the link **Cell Phone.**

Or, select **Phone Numbers** from the **more links…** menu and press **Go.**

Sammy Slug

go to ... Go

Personal Information | Security

addresses | phone numbers | email addresses | emergency contacts

Phone Numbers

Enter any of these phone numbers that you have below: Cell, Local Land Line, Permanent.
Only your Local Land Line number is displayed on the Student Center.

Correct phone numbers allow the university to notify you quickly in case of an emergency as well as to reach you for university business. In the event of a campus emergency a CruzAlert message may be sent to your cell phone and/or local land line.
Specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell phone	831/459-4412			☑	delete
Permanent	831/555-1212			☐	delete

ADD A PHONE NUMBER

☐ You are required to update Telephone Contact Information on an annual basis. If your current Telephone Contact Information is still valid, click the checkbox and then click the SAVE button below.

Last Updated 09/15/2015

SAVE

☐ **Opt-out**

Check 'Opt Out' here if you do not want to be notified in the event of a campus emergency, and your phone information will not be sent to CruzAlert.
For more information on CruzAlert: cruzalert.ucsc.edu

* Required Field

4) To make a correction, type in the new number.

5) Use this checkbox to indicate your preferred number.

6) To add a number, click **Add a Phone Number**, select the phone type from the drop down menu, and enter the phone number.

7) If you enter a phone number with the phone type **Cell Phone** or **Local Land Line**, that number will automatically be sent to the campus alert system, CruzAlert.

Check **Opt-out** to choose not to have your phone number sent to the campus emergency alert system.

8) Click **Save** to save your changes.

Phone Numbers

Save Confirmation

✔ The Save was successful.

OK

9) This page confirms your changes were saved.