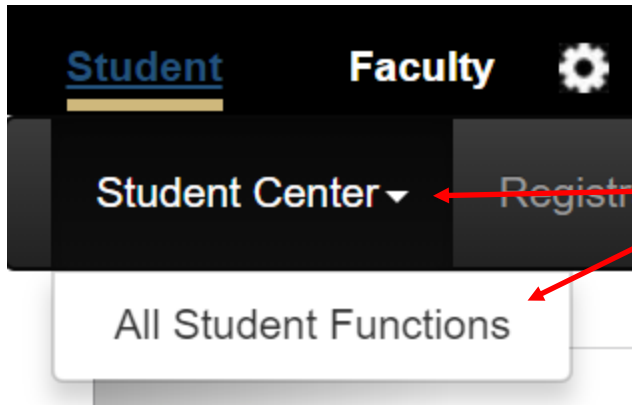# How to Add/Update a Cell Phone Number in Student Portal

Once in the Student Portal:
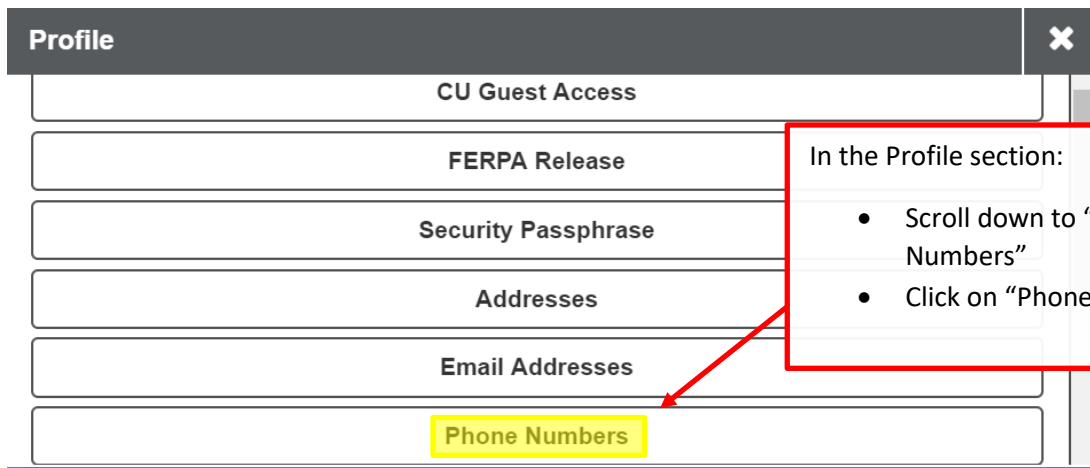
- Click on "Student Center"
- Then click on "All Student Functions"

In the Student Center:

- Look for the "Profile" icon on the far right
- Click on the "Profile" icon

In the Profile section:

- Scroll down to "Phone Numbers"
- Click on "Phone Numbers"

How to Add/Update a Cell Phone Number in Student Portal

If you do not have a cell phone number in the system:

Phone Numbers

👤 Z9lindsey Z9records   ☰ Menu

Required Field

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number
by selecting the preferred checkbox.

⌄ Home

Add a Phone Number   Save

Add a Phone Number

- Click on "Add a Phone Number"

New Phone Type

Phone Type   Cell/Mobile ⌄

*Phone   720-555-1234

⌄ More Options

☐ Preferred   ✖ Delete

Home

*Phone   13033152589   CHANGE PHONE TYPE

⌄ More Options

☑ Preferred   ✖ Delete

Save

Cell/Mobile ⌄

720-555-1234

- Choose "Cell/Mobile" in drop down
- Type in phone number
- Click on "Save"

Save

If you need to update your cell phone number:

Cell/Mobile

                                                                CHANGE PHONE TYPE

*Phone   720/555-1234

⌄ More Options

☐ Preferred   ✖ Delete

Save

720/555-1234

- Type in new cell phone number
- Click on "Save"