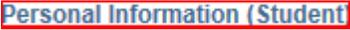


The following steps will explain how to add or update electronic addresses (email) and phone information for a student. Please note, all UofC students have a default email (firstname.lastname@ucalgary.ca).

Note: The student has the ability to update and maintain their contact information in their Student Centre.

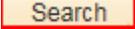
Update Electronic Addresses (Email):

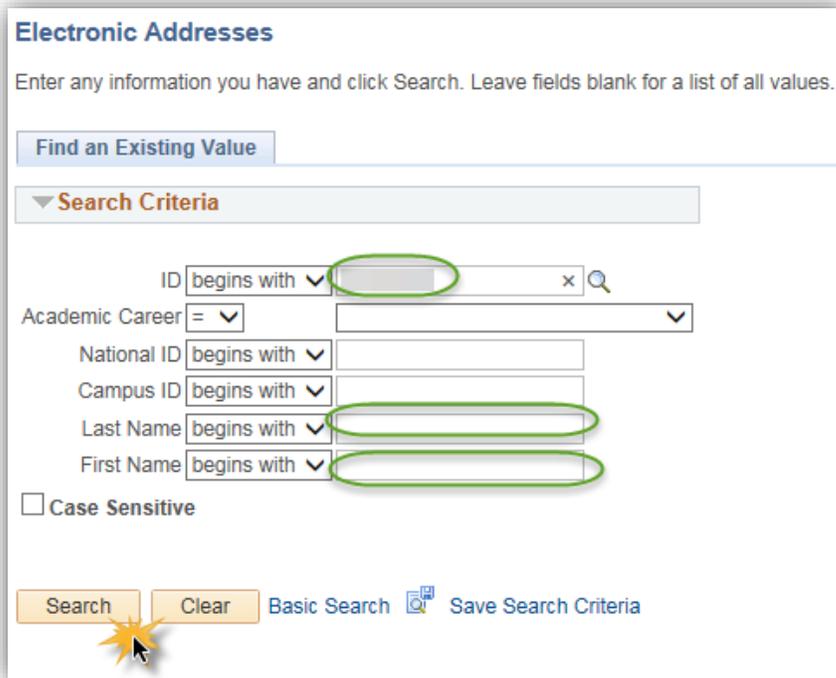
1. Click the **Campus Community** link.

2. Click the **Personal Information (Student)** link.

3. Click the **Biographical (Student)** link.

4. Click the **Addresses/Phones** link.

5. Click the **Electronic Addresses** link.

6. Enter Emplid/Student ID, Last Name and/or First Name to search for the student. Click the **Search** button.




Electronic Addresses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

ID begins with

Academic Career =

National ID begins with

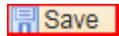
Campus ID begins with

Last Name begins with

First Name begins with

Case Sensitive

7. Note: All UofC students have a default email address which includes their first name and their last name (e.g. firstname.lastname@ucalgary.ca). **No exceptions.** Use this page to update names that may be spelled incorrectly. Click the **Save** button.



Electronic Addresses

Chelsey M. Theservitz

Email Information

*Email Type	*Email Address	Preferred
UofC Address	firstname.lastname@ucalgary.ca	<input checked="" type="checkbox"/>

Add

URL Information

*Type	*URL Address

Add

Save Return to Search Notify

Update Phone Information:

1. Click the **Campus Community** link. **Tip:** Use the breadcrumbs to navigate directly to Personal Information (Student) > Biographical (Student) > Addresses/Phones.

[Campus Community](#)

2. Click the **Personal Information (Student)** link.

[Personal Information \(Student\)](#)

3. Click the **Biographical (Student)** link.

[Biographical \(Student\)](#)

4. Click the **Addresses/Phones** link.

[Addresses/Phones](#)

5. Click the **Phones** link.

[Phones](#)

6. Enter Emplid/Student ID, Last Name and/or First Name to search for the student. Click the **Search** button.

Search

Phones

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

ID begins with ▼ x 🔍

Academic Career = ▼

National ID begins with ▼

Campus ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

Search **Clear** Basic Search  Save Search Criteria

7. A list of existing phone number(s) will appear for the student and the preferred phone type will be indicated by a checked box. Clicking on the Add button will add an additional row. Click the **Add a new row** button.

Add

Phone Numbers

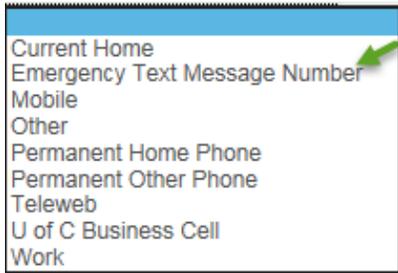
Chelsey M. Thesenvitz 🗑️ ★ 📁

Phone Detail				
*Phone Type	*Phone Number	Extension	Country Code	Preferred
Current Home ▼	403/555- <input type="text" value=""/>	<input type="text" value=""/>	001	<input checked="" type="checkbox"/>
Permanent Home Phone ▼	403/555- <input type="text" value=""/>	<input type="text" value=""/>	001	<input type="checkbox"/>

Add 

Save **Return to Search** **Notify**

8. A new row will be added. Click the Phone Type drop down to view the types.

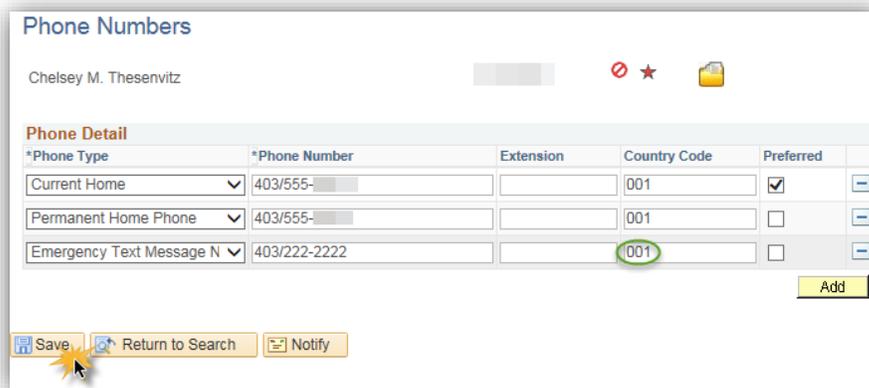


9. For this example we will add an Emergency Text Message Number. Select the **Emergency Text Message Number** list item.

Emergency Text Message Number

10. Enter the appropriate phone number including the Country Code (optional). Click the **Save** button.

 Save



*Phone Type	*Phone Number	Extension	Country Code	Preferred	
Current Home	403/555-		001	<input checked="" type="checkbox"/>	-
Permanent Home Phone	403/555-		001	<input type="checkbox"/>	-
Emergency Text Message N	403/222-2222		001	<input type="checkbox"/>	-

11. To remove a phone number click the minus sign at the end of the line to remove the phone number. Click the **Delete row** button.



12. Click the **OK** button.

OK

13. Click the **Save** button.

 Save

End of Procedure

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.