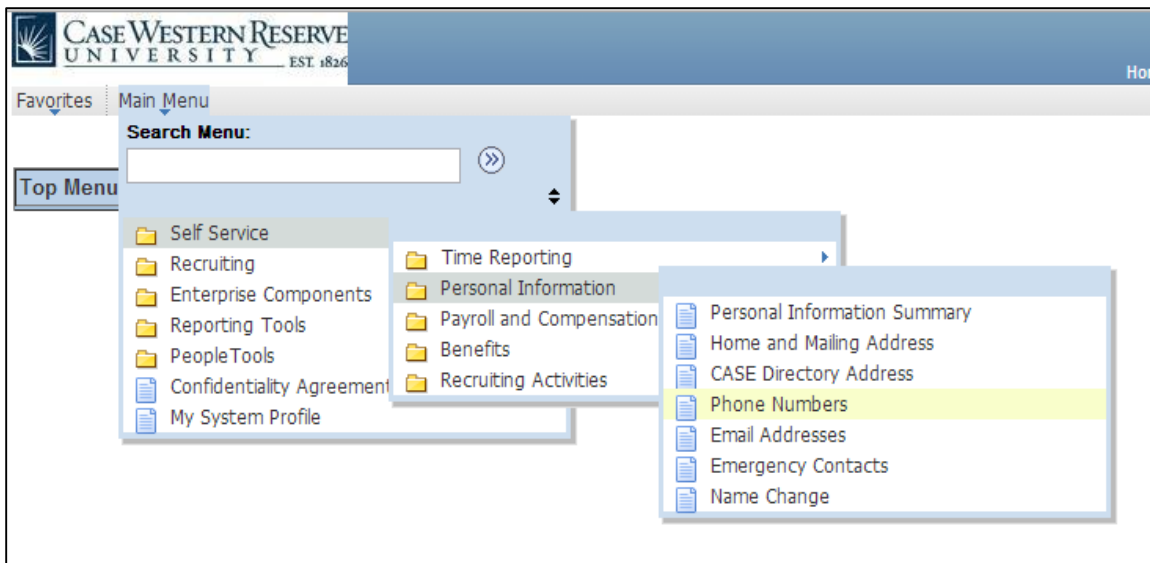
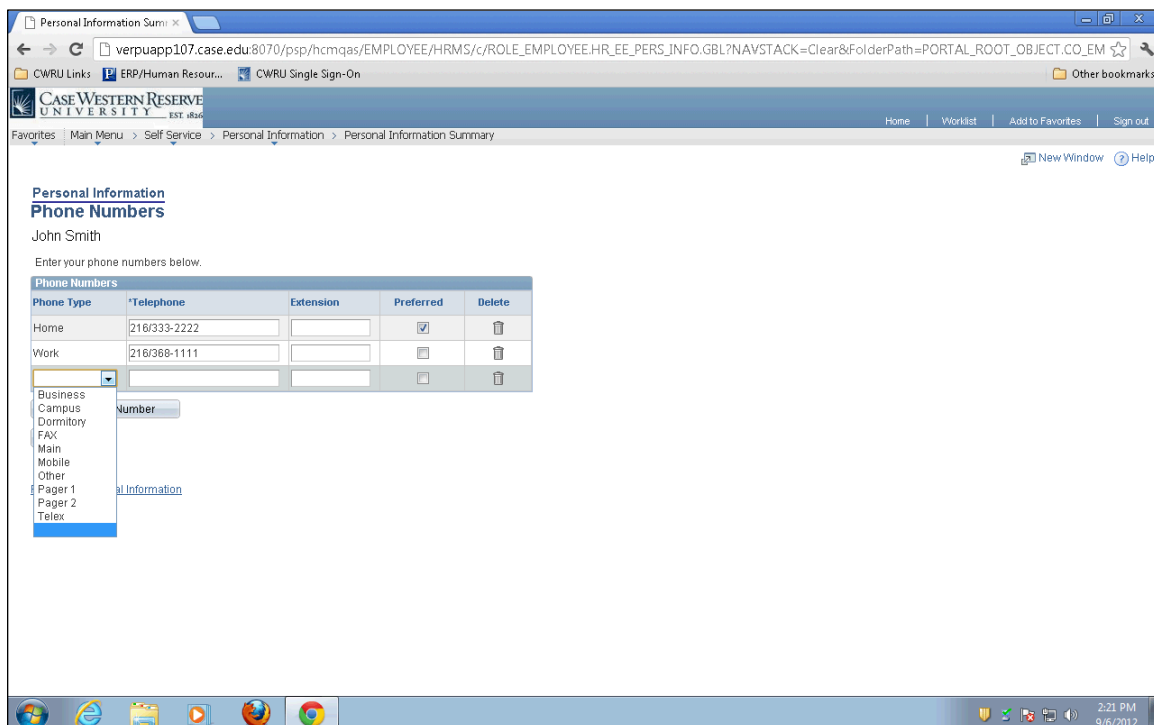


**Update Campus Directory phone number
 Procedure**

Step	Action
1.	Sign in to PeopleSoft Human Capital Management (HCM).
2.	Click the menu labeled Main Menu , then Self Service .
3.	Click Personal Information , then Phone Numbers .



Step	Action
4.	Click the button labeled Add Phone Number .
5.	<p>Choose the phone type Business from the drop-down list and type in the new phone number.</p> <p>NOTE: Only one phone number may be assigned to a phone type at a time. If an existing phone number is assigned to Business and needs to be replaced follow these alternative steps;</p> <ol style="list-style-type: none"> 1) Do NOT click the Add Phone Number button. 2) Click the text box in the column labeled Telephone to edit its contents.* 3) Replace the outdated phone number with the new one. 4) Click the button labeled Save. <p>*Telephone type Business, Preferred checkbox selected.</p>



Step	Action
6.	Select the Preferred check box.
7.	Click the button labeled Save . NOTE: The ERP system will update employee record in 24 hours.
8.	End of Procedure