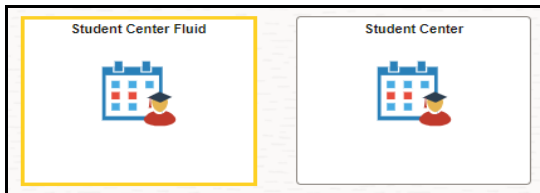


Modify Your Email Address and/or Phone Number

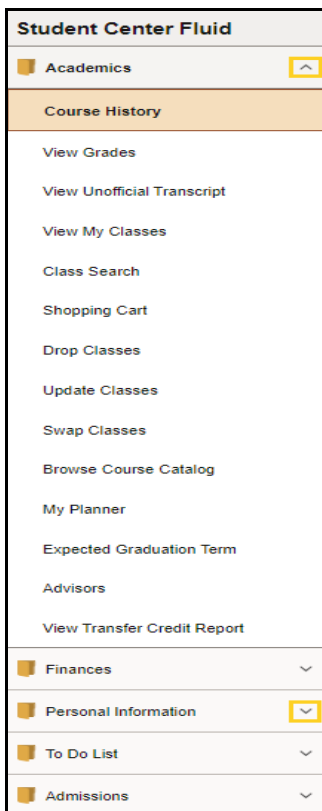
1. Click the **Student Center Fluid** tile.



2. The system defaults you into the **Academics Course History** option.

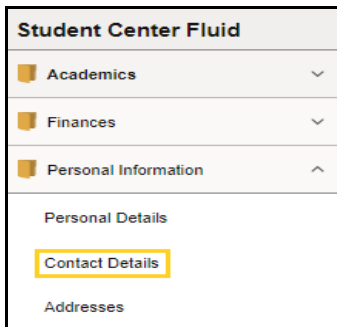
Click the drop-down button to the right of the **Academics** button to close the menu.

Click the drop-down button to the right of the **Personal Information** button to open the menu.



Job Aid

3. Click the **Contact Details** menu option.



4. Your email information displays with your Campus and personal email types. Your campus email is automatically selected as your preferred email and may not be modified or deleted.

NOTE: Your Legal phone number cannot be edited or deleted. Contact the Office of Registrar for assistance with changing your Legal phone number. Your ISIR phone number is populated from the student's FAFSA. You can change your ISIR phone number on your www.studentaid.gov account.

The screenshot shows the "Contact Details" page. It has two main sections: "Email" and "Phone".

Email Section:

Email	Type	Preferred	
@lsuhsc.edu	LSUHSC Email Address	✓	>
@gmail.com	ISIR Email Address		>
@gmail.com	Other		>

Phone Section:

** Students must contact the Office of the Registrar to make changes to their Legal address or phone number.

Phone	Type	Preferred	
504/	Legal	✓	>
+1 504/	ISIR Phone		>

5. A student may change his/her *Other* email. You must first delete the current email.

Click the **right arrow at the end of row 2** to change the **Other** email.

This screenshot is identical to the previous one, but a yellow box highlights the right arrow at the end of the "Other" email row in the table.

- Click the **Delete** button to remove your current email address.

- A warning message displays asking you to confirm the delete. Click **Yes**.

- The email is removed. Click the **plus (+) sign to add a row**.

Email	Type	Preferred
JEpling@lsuhsc.edu	LSUHSC Email Address	✓
JEpling@gmail.com	ISIR Email Address	

- Enter the new email address in the ***Email** field. Enter **john.doe@att.net**.

- Click the **Save** button.

11. The new email address is added to the **Email** list.

Email	Type	Preferred
@lsuhsc.edu	LSUHSC Email Address	✓
@gmail.com	ISIR Email Address	
john.doe@att.net	Other	

12. Your preferred contact number displays with a marked checkbox.

NOTE: Your Legal phone number cannot be edited or deleted. Contact the Office of Registrar for assistance with changing your Legal phone number. Your ISIR phone number is populated from the student's FAFSA. You can change your ISIR phone number on your www.studentaid.gov account.

To add a new phone number, click the **plus (+) sign to add a new row**.

** Students must contact the Office of the Registrar to make changes to their Legal address or phone number.

Phone	Type	Preferred
504/	Legal	✓
+1 504/	ISIR Phone	

13. The **Add Phone** panel displays.

Click the *drop-down arrow to the right of Type field* and select **Mobile**.

Cancel Add Phone Save

*Type [dropdown]

Country Code [input] [dropdown]

*Phone Number [input] [dropdown]

Extension [input]

Preferred

Enable Texts

14. Enter the ***Phone Number: 504/555-8877**.

15. Click the **Save** button to save any changes made to your *phone information*.

16. The system returns you to the **Phone** list page and the new *phone number* displays in the **Phone** list.

Phone	Type	Preferred
504/ [redacted]	Legal	✓
504/555-8877	Mobile	
+1 504/ [redacted]	ISIR Phone	

17. This completes *Modify Your Email and Phone Number*.