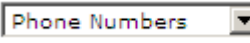


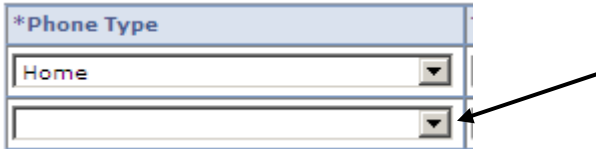


Changing/Adding a Phone Number

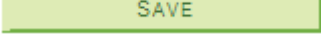
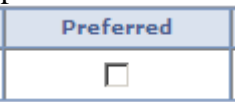
It is recommended that you use Titan Web to add, change or delete your phone numbers in order to keep them current. The University will use these numbers when necessary to contact you by phone.

To Add a Phone Number

1. Log on to Titan Web.
2. Select  from the drop down box located under Personal Information in the Student Center page. Click  to proceed.
3. A list of your phone numbers on record will display. To add a new phone number, click .
4. Use the drop down arrow to select the specific phone type you wish to add.



*Phone Type
Home

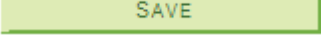
5. Type in the 10 digit phone number and click .
6. If you only have one phone number listed, it will automatically default to the preferred number. If you have more than one phone number listed, click in the  box to specify which number you would rather be contacted at.

To Change an Existing Number


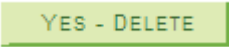
1. Follow Steps 1 & 2 above.
2. Click in the existing phone number box to edit number.



Telephone	Ext
920/123-4567	

3. Type in the new 10 digit phone number and .

To Delete a Phone Number

1. Follow Steps 1 & 2 above.
2. A list of your phone numbers on record will display. Click  to the right of the phone number that you want removed.
3. Click  on the confirmation page.
4. Note: When you delete the preferred number, it will automatically select one of the remaining phone numbers as preferred.