

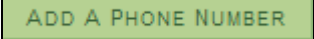

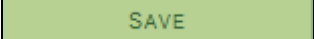



## Add a Phone Number

Step	Action
1.	Click the <b>Phone Numbers</b> list item. 
2.	Click the <b>Go</b> button. 
3.	Click the <b>Add a Phone Number</b> button. 
4.	Select the appropriate phone type from the drop down list.  In this example select the <b>Home</b> list item. 
5.	Enter the phone number in the <b>Telephone</b> field. In this example enter a valid value e.g. " <b>014133901332</b> ".
6.	Click the <b>Save</b> button. 
7.	Click the <b>OK</b> button. 
8.	Congratulations, you have successfully added a phone number.  If you were unable to add a phone number please contact the Student Services Enquiry Team in the Fraser Building. <b>End of Procedure.</b>