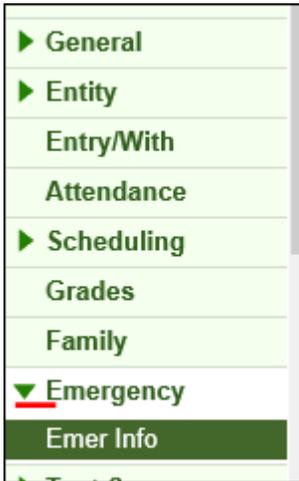


Update Phone Numbers in Skyward

Update phone numbers through the Emergency tab



Select the contact name to make the update on and click the Edit button on the right

#	Contact Name	Relationship	Primary Phone	Second Phone	2nd Type	Third Phon	
1	MARIA	Mother	(830)	(830)			<input type="button" value="Add"/> <input type="button" value="Edit"/>
2	JAVIER	Father	(830)				

Phone number and home email are updated in this area.

Contact Information

1st Phone: (830) [] Ext: [] Phone Category: [] 1st Phone Confidential Fax: [] []
 1st Phone Long Distance

2nd Phone: [] [] Ext: [] Phone Category: [] [] Address: [] ~~X~~

3rd Phone: [] [] Ext: [] Phone Category: [] []

Home Email: []@mail.com

Once phone number(s) and/or email(s) have been added/updated click the Save button to the upper right.



*Please do not make any changes to the Address.
All address updates are made in Student Services Dept.*

Changes in addresses will be monitored. If changes are made by the campus, the user's access will be inactivated.