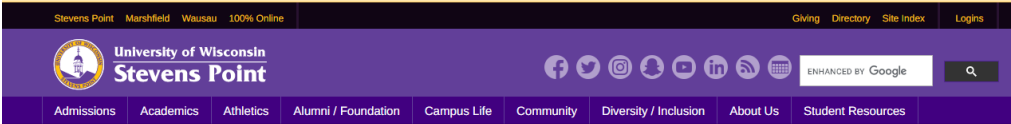


# UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN UW HRS

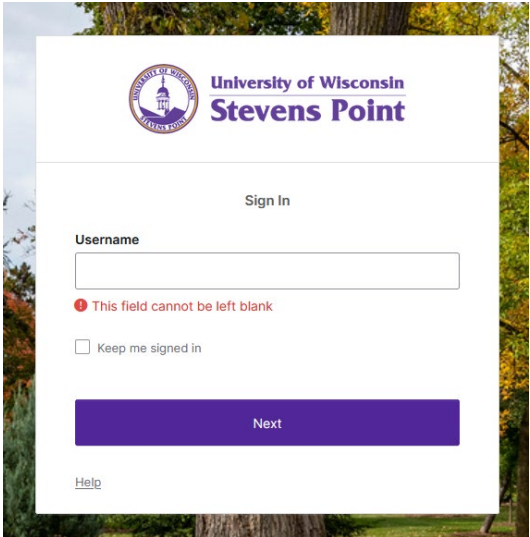
## Step 1: Logon to My UW System



### UWSP Logins

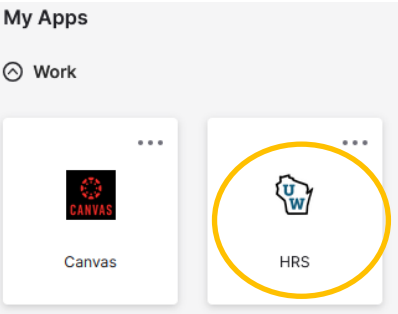
<a href="#">acesSPoint</a>	Student information system - register for classes, accept financial aid, pay tuition bill
<a href="#">Campus Reservations</a>	Request to reserve a room on campus for an event or meeting.
<a href="#">Canvas</a>	Learning Management System
<a href="#">DocuSign</a>	DocuSign eSignature is a cloud application made available through the Wisconsin DOA (Department of Administration) as a digital signature solution for signing documents.
<a href="#">DRC Connect</a>	Accommodation management system for students connected to the Disability Resource Center (DRC)
<a href="#">Email</a>	Access your uwsp.edu email on the web
<a href="#">Explorance Blue</a>	Dashboard for the survey platform used for Student Evaluation of Instruction
<a href="#">Handshake</a>	Career development platform
<a href="#">LinkedIn Learning</a>	Online video training library with over 5000 courses
<a href="#">My UW System</a>	Payroll/tax information, Web Clock/Time and Absence

## Step 2: Enter your UWSP Username

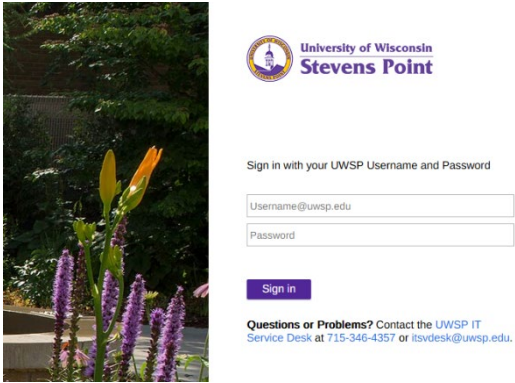


## Step 3: Click Next

## Step 4: Click on the HRS App



## Step 5: Sign in with your UWSP Username and Password

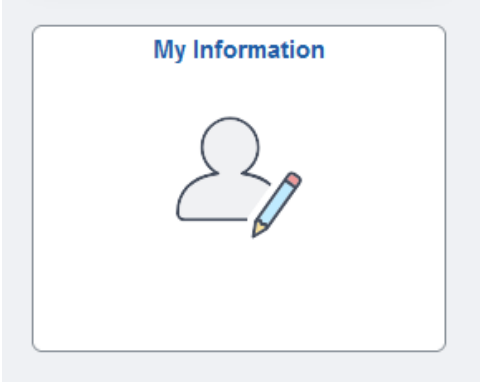


**Notice:**

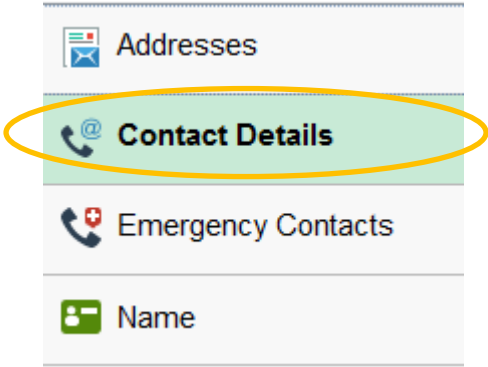
The University of Wisconsin–Stevens Point utilizes Pointer Alerts to send critical safety information and will never use it to advertise or spam. Keep in mind that the service is offered on a best-effort basis. Cellular technology is continuously evolving; there are many factors that could prevent a message from reaching your phone.

# UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN UW HRS

**Step 6:** Click on **My Information**



**Step 7:** Click on **Contact Details**



**Step 8:** Click on a phone number to edit an existing number.

**OR**

Click on the plus sign to add a mobile phone number.


**Step 9:** Select **Mobile** as the Type





**Step 10:** Add phone number with area code

**Step 11:** Click **Save**

## Contact Details

### Phone


<b>Number</b>
715/111-5555

	<b>Phone Number</b>	
Type	Mobile 	
Preferred	<input checked="" type="checkbox"/>	
Number	715/555-5555 	

Notice:

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