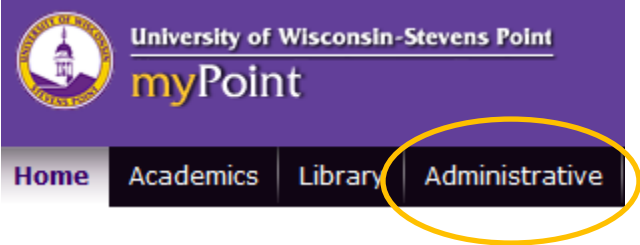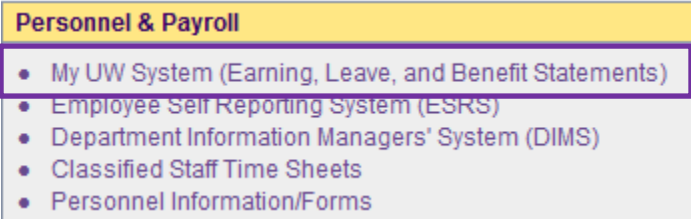## UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN MY UW SYSTEM

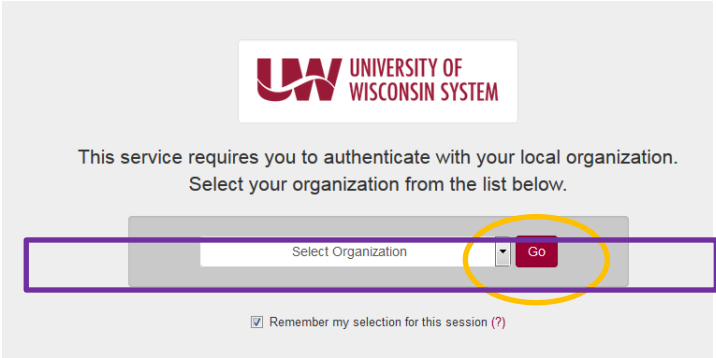**Step 1:** Logon to **myPoint**

Step 2: Click on **Administrative** tab

Step 3: Click on **My UW System (Earning, Leave and Benefit Statements)**

Step 4: Select **University of Wisconsin-Stevens Point** from the drop down menu
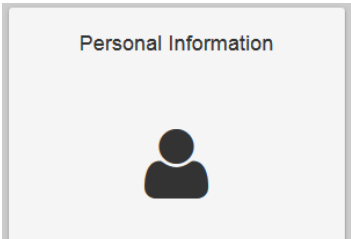
Step 5: Click **Go**

Step 6: Enter your **UWSP Logon ID** and **Password** that you use to logon to myPoint

Step 7: Click **Login**

Step 8: Click on the **Personal Information** tile

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.

Step 9: Click on **Update my personal information**

Step 10: Click on **Contact details**

✉ **Addresses**

☎@ Contact Details

☎✚ Emergency Contacts

📢 Release Home Information

👤 Personal Information

Primary/Legal Name
Department:
Title:
Campus Business Email: @UWSP.EDU

Home Address

Phone:
Release Home Address: No

Step 11: Click on a phone number to edit an existing number or click on the plus sign to add a mobile phone number

Update My Personal Information

Contact Details

Phone

+
Number
715/555-0123

Step 12: Select **Mobile**

Step 13: Add phone number with are code

Step 14: Click **Save**

Cancel	**Phone Number**	Save

Type   Mobile ▾

Preferred   ✔

Number   715/555-5555   ✕

Extension   [   ]

Delete

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