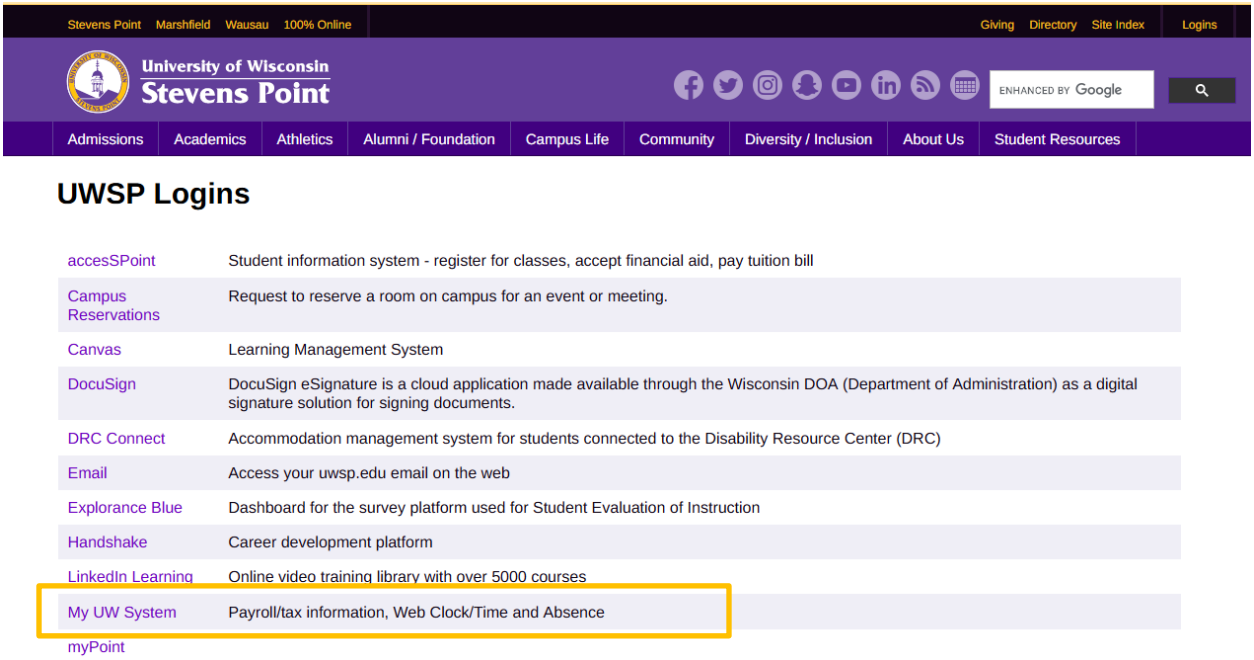
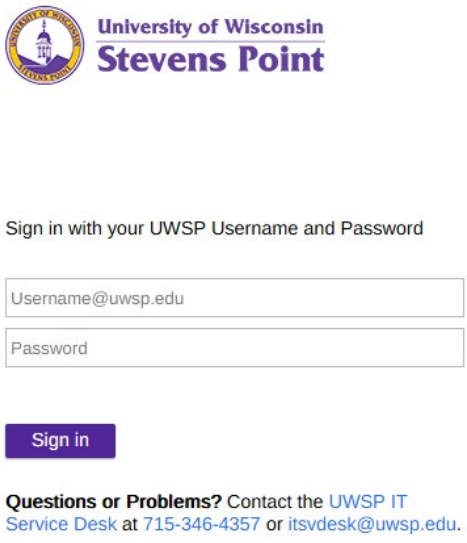
UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN MY UW SYSTEM

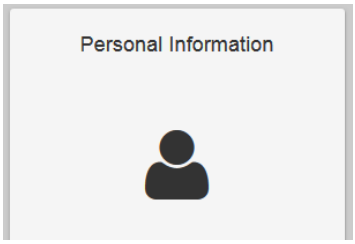
Step 1: Logon to **My UW System**



Step 2: Sign in with your UWSP Username and Password



Step 3: 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.

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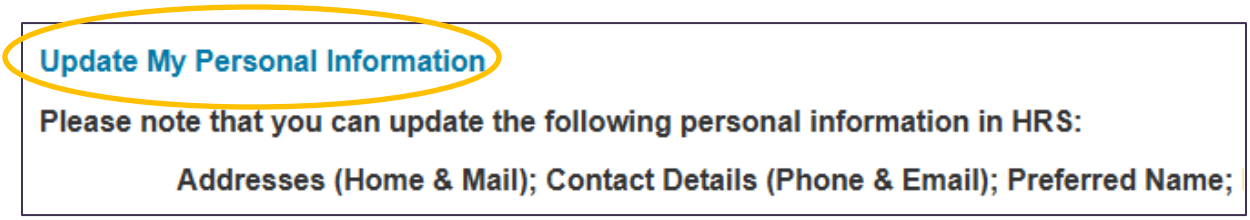
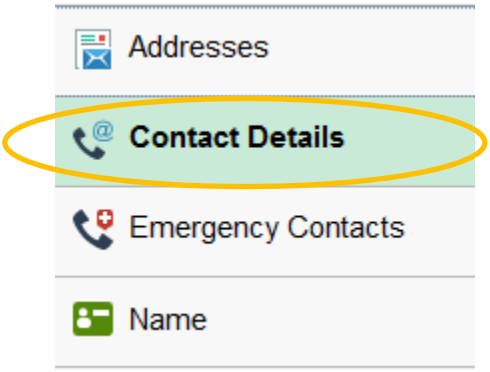
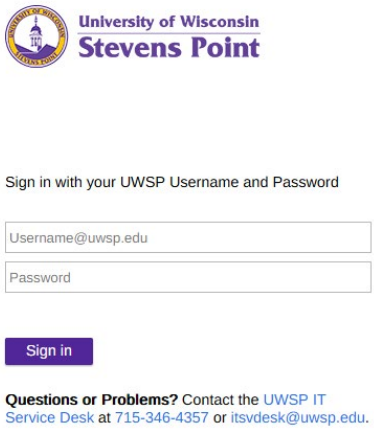
Step 4: Click on **Update My Personal Information**



Step 5: Sign in with your UWSP Username and Password

Step 6: Click on **Contact Details**

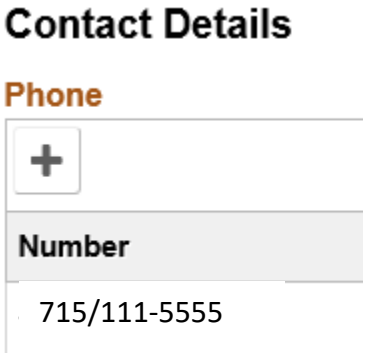




Step 7: Click on a phone number to edit an existing number.

OR

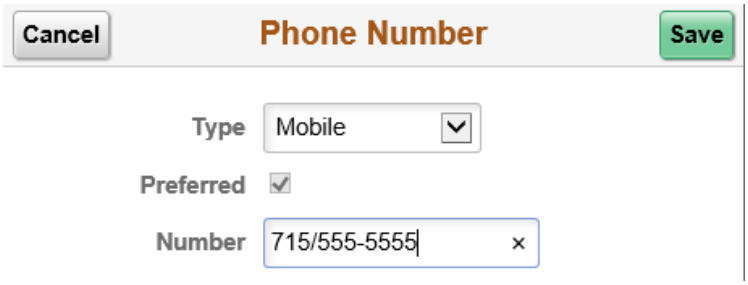
Click on the plus sign to add a mobile phone number.



Step 8: Select **Mobile** as the Type

Step 9: Add phone number with area code

Step 10: Click **Save**



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