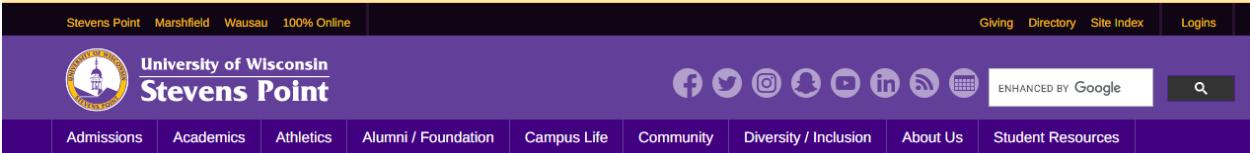


UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN MY UW SYSTEM

Step 1: Logon to My UW System



UWSP Logins

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

Step 2: Sign in with your UWSP Username and Password

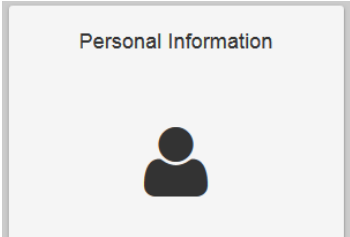


Sign in with your UWSP Username and Password

[Sign in](#)

Questions or Problems? Contact the [UWSP IT Service Desk](#) at 715-346-4357 or itsvdesk@uwsp.edu.

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.

UPDATE/ADD EMPLOYEE MOBILE PHONE NUMBER IN MY UW SYSTEM

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

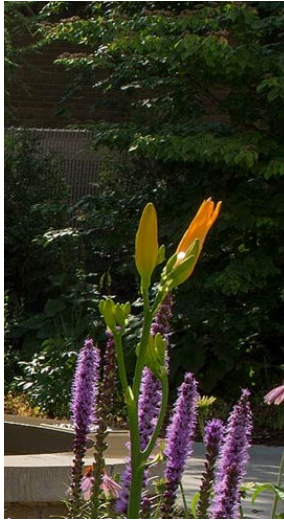
Update My Personal Information

Please note that you can update the following personal information in HRS:
Addresses (Home & Mail); Contact Details (Phone & Email); Preferred Name;

Step 5: Sign in with your UWSP Username and Password

Step 6: Click on **Contact Details**

- Addresses
- Contact Details**
- Emergency Contacts
- Name



University of Wisconsin Stevens Point

Sign in with your UWSP Username and Password

Username@uwsp.edu

Password

Sign in

Questions or Problems? Contact the UWSP IT Service Desk at 715-346-4357 or itsvdesk@uwsp.edu.

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**

Contact Details

Phone

+ []

Number

715/111-5555

Cancel Phone Number Save

Type Mobile [v]

Preferred [x]

Number 715/555-5555 [x]

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