

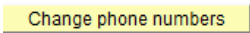
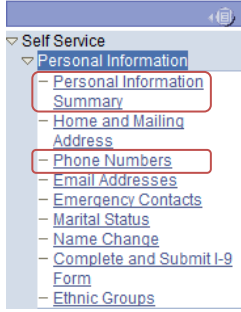



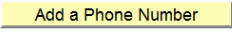
Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar to login into CUNYfirst.
2.	Enter your CUNYfirst Username and Password and click the  Submit button to login.
3.	Click on Self Service link under Enterprise Menu 
4.	You can view/update your phone number by using either of the following two methods: Method 1: Navigate to: Self Service> Personal Information> Personal Information Summary Then click on  Or Method 2: Navigate to: Self Service > Personal Information> Phone Numbers 

The Phone Number page is displayed. Please review and verify your information.


Phone Numbers
John Doe

Enter your phone numbers below.

Phone Type	Telephone	Extension	Preferred	
Home	333/365-2347		<input checked="" type="checkbox"/>	

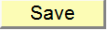



* Required Field







To update your information follow the steps below:

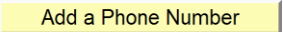
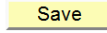

Modifying an existing phone number

1. Type over the existing number you want to modify in the telephone field
2. Click the  button then click  on the Save Confirmation Page

Deleting an existing phone number

1. Click the  button of the phone number you wish to delete
2. On the delete confirmation page click the  button
3. Next click the  button and then click  on the Save Confirmation Page

Adding a new phone Number

1. Click the  button
2. Select a phone type that's not already being used and enter the new phone number
3. Click the  button and then click  on the Save Confirmation Page