

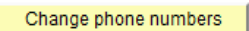
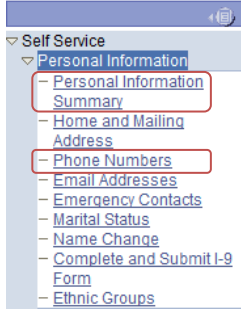
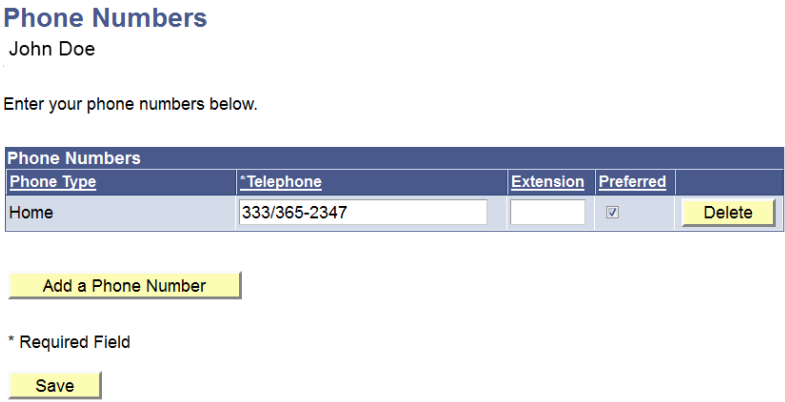
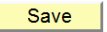



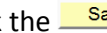

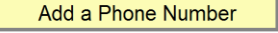
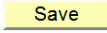



CUNYfirst Employee Self Service: Viewing/Updating Phone Number Guide



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.	<p>You can view/update your phone number by using either of the following two methods:</p> <p>Method 1: Navigate to: <i>Self Service > Personal Information> Personal Information Summary</i> Then click on </p> <p>Or</p> <p>Method 2: Navigate to: <i>Self Service > Personal Information> Phone Numbers</i></p> 
The Phone Number page is displayed. Please review and verify your information.	
	
<i>To update your information follow the steps below:</i>	
Modifying an existing phone number <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 	