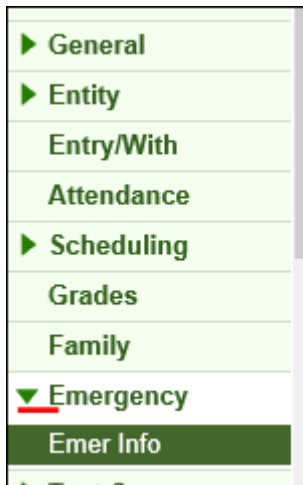



Update Phone Numbers in Skyward

Update phone numbers through the Emergency tab

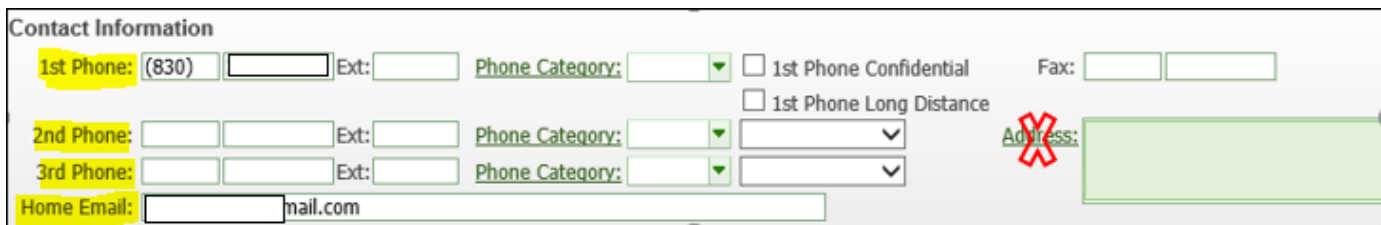


A vertical navigation menu with the following items: General, Entity, Entry/With, Attendance, Scheduling, Grades, Family, Emergency (highlighted with a red underline), and Emer Info.

Select the contact name to make the update on and click the Edit button on the right

#	Contact Name	Relationship	Primary Phone	Second Phone	2nd Type	Third Phone	
1	MARIA	Mother	(830)	(830)			
2	JAVIER	Father	(830)				


Phone number and home email are updated in this area.



Contact Information

1st Phone: (830) [] Ext: [] Phone Category: [] ☐ 1st Phone Confidential Fax: [] []

☐ 1st Phone Long Distance

2nd Phone: [] [] Ext: [] Phone Category: [] [] Address: 

3rd Phone: [] [] Ext: [] Phone Category: [] []

Home Email: [] mail.com

Once phone number(s) and/or email(s) have been added/updated click the Save button to the upper right.



Buttons: Save (highlighted), Change Name, Format to Organization, Address History, * Mailing Address, Back.

Please do not make any changes to the Address.

All address updates are made in Student Services Dept.

Changes in addresses will be monitored. If changes are made by the campus, the user's access will be inactivated.