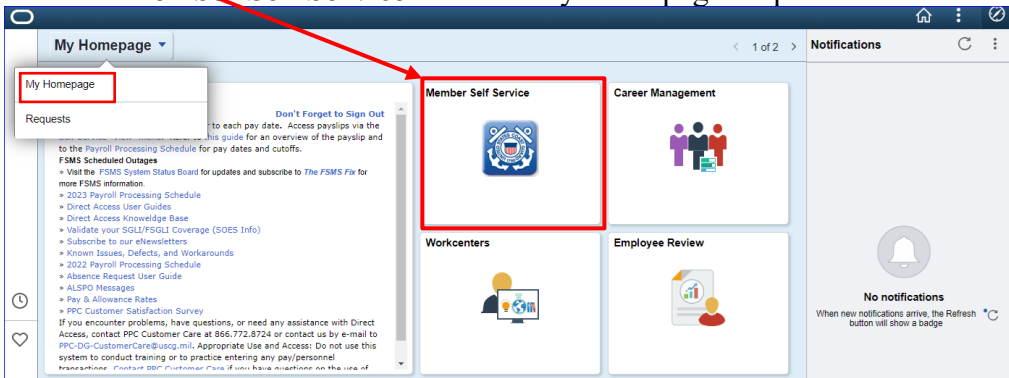
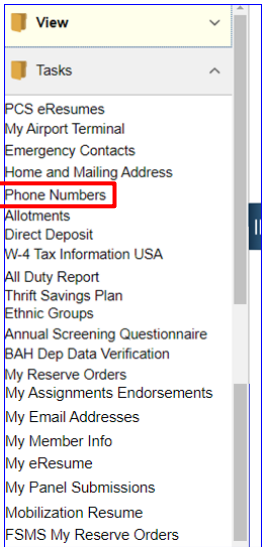


Phone Numbers

Introduction This guide provides the procedures for updating or adding phone numbers into Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Click on Member Self Service from the My Homepage drop-down.</p> 
<p>1.5</p>	<p>Select the Phone Numbers option.</p> 

Continued on next page

Phone Numbers, Continued

Procedures,
continued

Step	Action																				
2	<p>The current Phone Number(s) will display. You can:</p> <ul style="list-style-type: none"> • overwrite the phone number • add an extension • check/uncheck the preferred box • delete the number (make sure to click save after hitting the delete button) • add additional phone numbers. <p>In this example, a new phone number will be added. Click Add Phone Number.</p> <div data-bbox="327 792 1370 1379" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Jack Sparrow</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="338 958 1356 1178"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text" value="555/555-1234"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td><input type="text" value="555/555-9876"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input type="button" value="Save"/></p> <p>Return to CG AD Self Service: Employee</p> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	<input type="text" value="555/555-1234"/>	<input type="text"/>	<input checked="" type="checkbox"/>		Other	<input type="text" value="555/555-9876"/>	<input type="text"/>	<input type="checkbox"/>	
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Phone Numbers, Continued

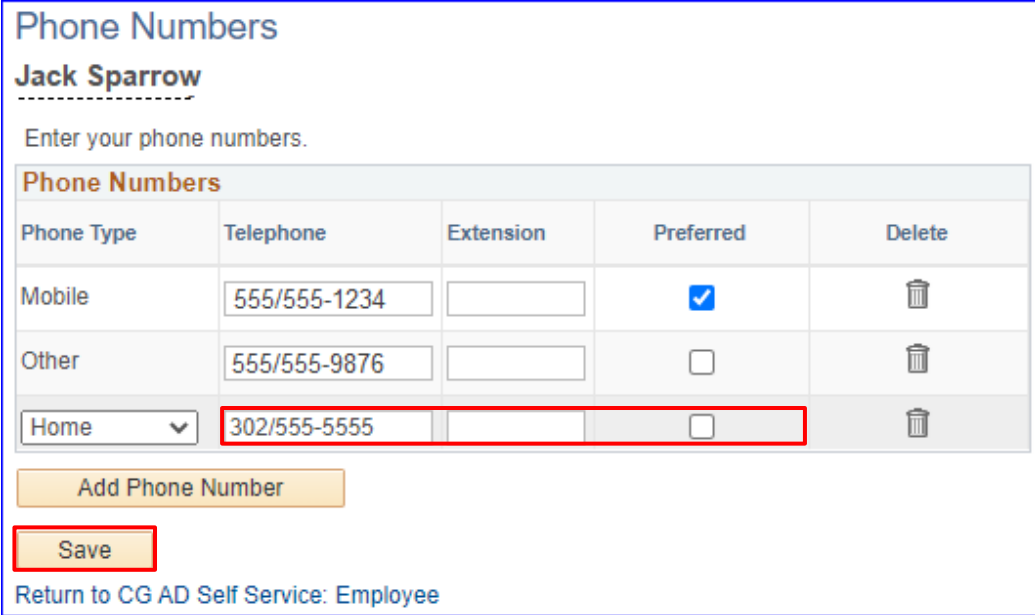
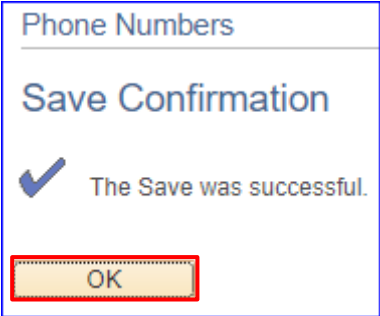
Procedures,
continued

Step	Action																									
3	<p>A new line will be added with the following Phone Types available. Select the appropriate Phone Type.</p> <div data-bbox="327 562 1370 1370" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Jack Sparrow</p> <p>-----</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="343 712 1356 985"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td><input type="text" value="555/555-1234"/></td> <td><input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td><input type="text" value="555/555-9876"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <div data-bbox="343 943 520 1355" style="border: 1px solid red; padding: 2px;"> <ul style="list-style-type: none"> ▼ Business Campus Dormitory FAX Home Home Fax Main Pager 1 Pager 2 Telex Work Cell Work Fax </div> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	<input type="text" value="555/555-1234"/>	<input type="text"/>	<input checked="" type="checkbox"/>		Other	<input type="text" value="555/555-9876"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
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Phone Numbers, Continued

Procedures,
continued

Step	Action																				
4	<p>Enter the new Telephone number, Extension and/or Preference and click Save.</p>  <p>Phone Numbers Jack Sparrow</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555/555-1234</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other</td> <td>555/555-9876</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>302/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p> <p>Return to CG AD Self Service: Employee</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555/555-1234		<input checked="" type="checkbox"/>		Other	555/555-9876		<input type="checkbox"/>		Home	302/555-5555		<input type="checkbox"/>	
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Home	302/555-5555		<input type="checkbox"/>																		
5	<p>A Save Confirmation message will display. Click OK to return to the Phone Numbers screen.</p>  <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>																				