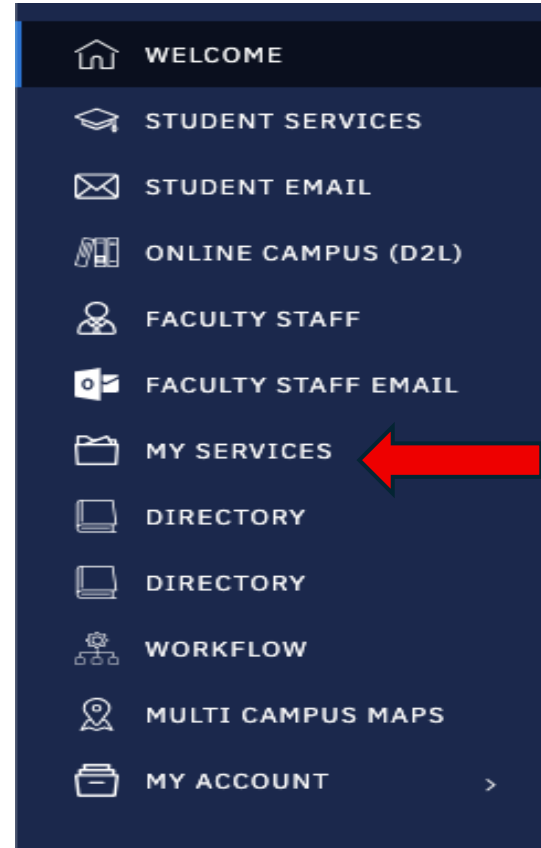
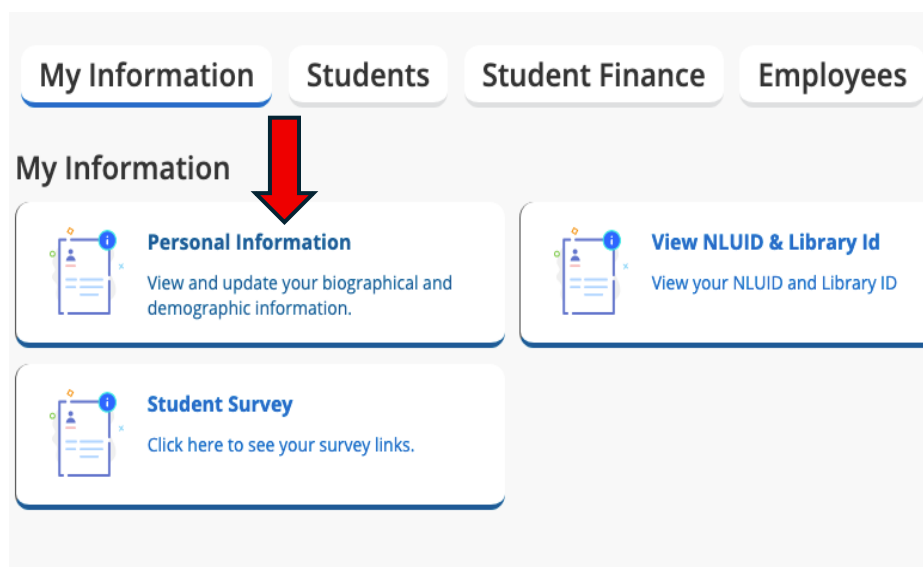


Updating Phone Number Through My Services

- 1.) To update your email and phone number through my services, please log in to the portal and navigate to the “My services” page.



- 2.) You will then see a personal information category. Go ahead and click on that section.



- 3.) Under the phone number category, you will see the phone number listed. In that section, you should see an “Add new” icon, select that.



- 4.) After that, you will see an “Add phone number” pop-up. Please select “Cell / Mobile Phone” for the phone type, enter the desired number, ensure “primary” is checked, and hit “add.”

A screenshot of a "Add Phone Number" pop-up form. The form has a title bar with "Add Phone Number" and a close button (X). It contains several sections: "Phone Type" with a dropdown menu showing "Cell / Mobile Phone"; "Phone Number" with three input fields containing "312", "999", and "9999"; "International Access Code and Phone Number" with a text input field labeled "International Phone Number"; and two checkboxes, "Primary" (which is checked) and "Unlisted". At the bottom right, there is a blue "Add" button. A large red arrow points upwards to the "Primary" checkbox, and another large red arrow points leftwards to the "Add" button.

- 5.) It should take about 2-5 hours to reflect in our system. You can confirm it by navigating to the NLU portal and selecting the 'forgot password' option. After inputting your username, you should see the email you listed. If you have any issues, please contact helpdesk@nl.edu for further assistance.