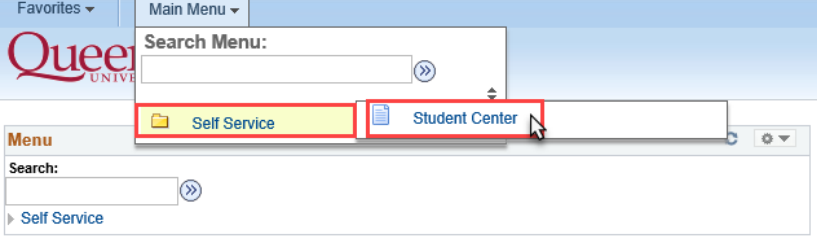
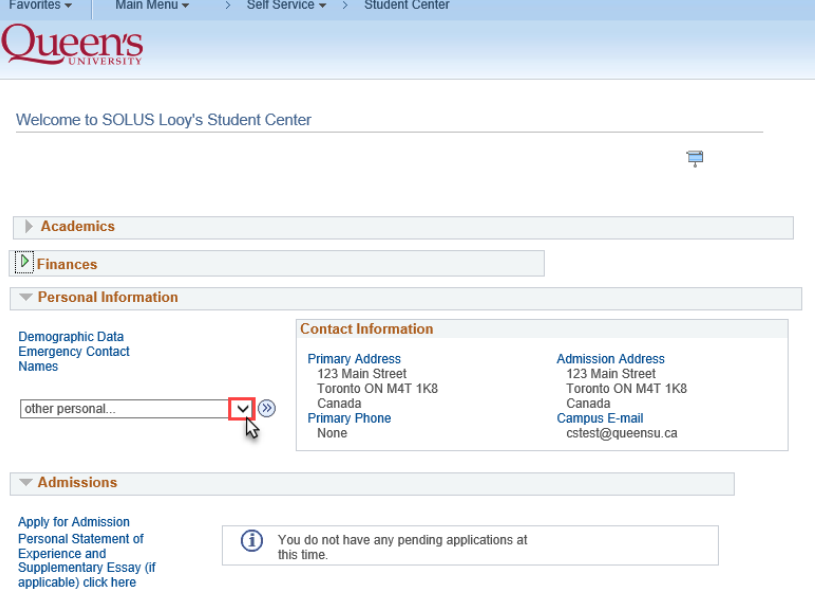
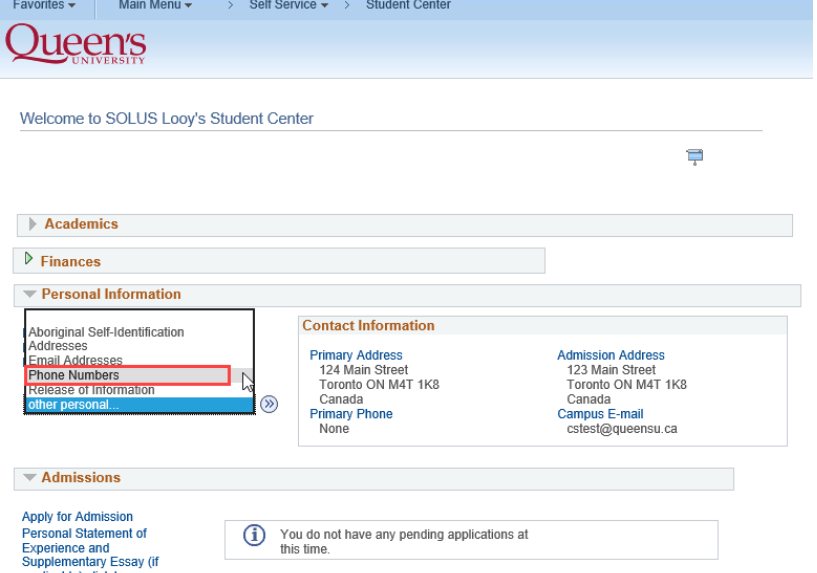
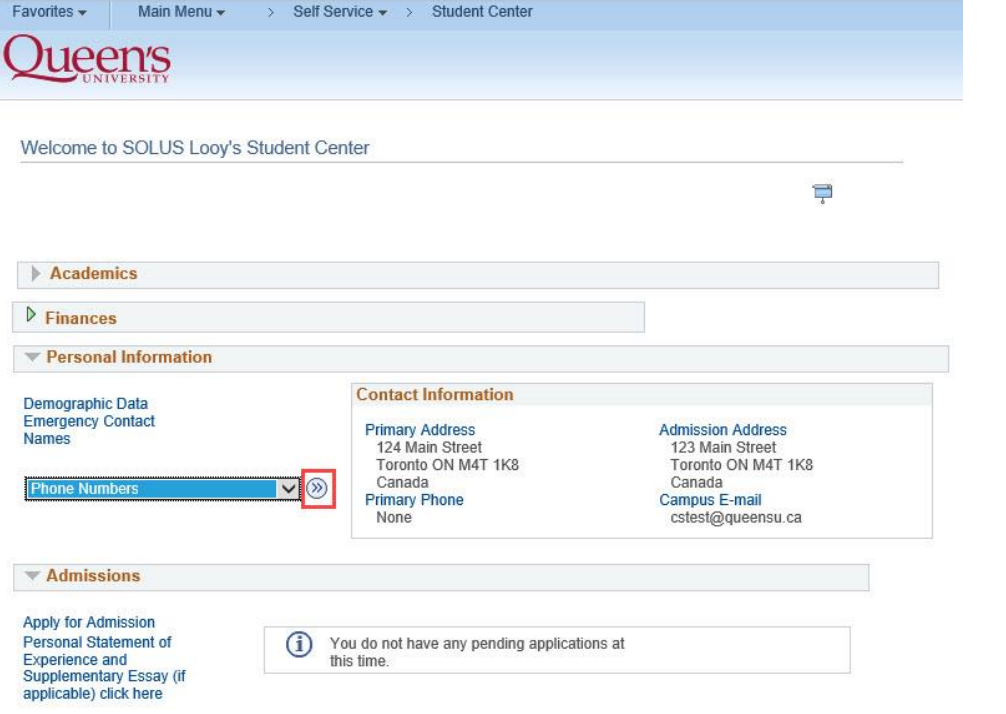
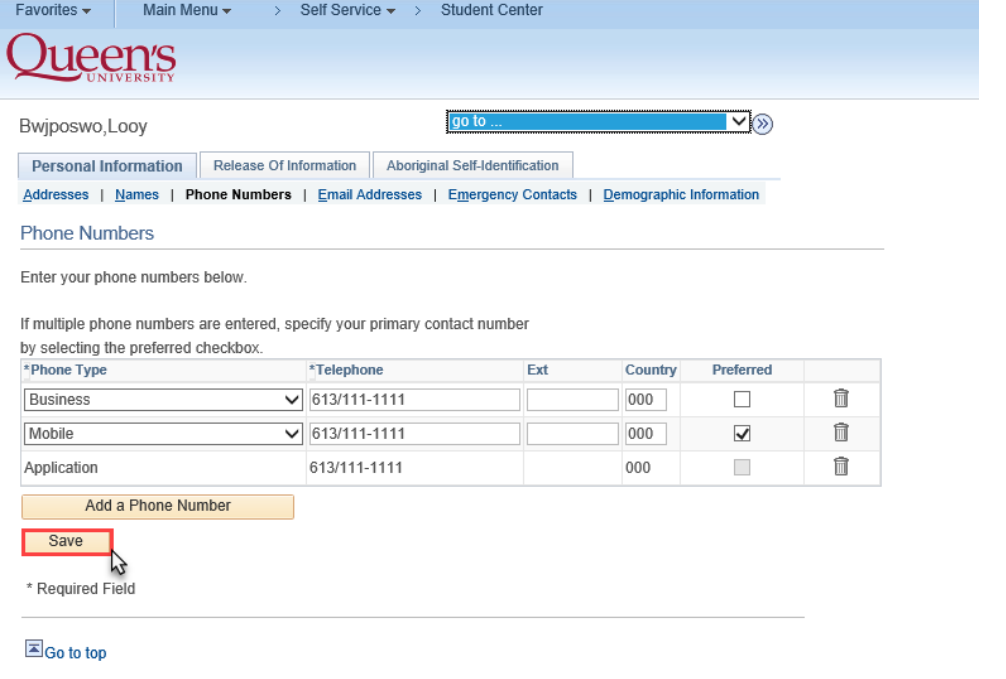
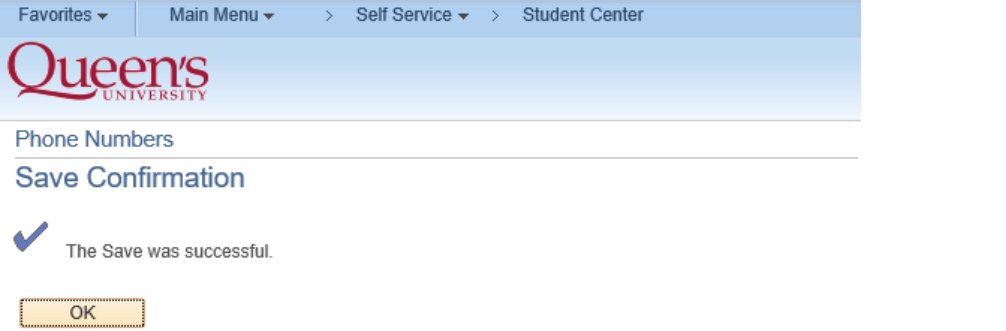


PERSONAL INFORMATION – Telephone Numbers

Processing Steps	Screenshots
<p>Step 1:</p> <p>Access the main page of SOLUS via the following navigation:</p> <p>Main Menu > Self Service > Student Center</p>	
<p>Step 2:</p> <p>On the main page of SOLUS scroll down to the Personal Information section.</p> <p>Click on the other personal... drop-down list box to access the list.</p>	
<p>Step 3:</p> <p>Select Phone Numbers.</p>	

Processing Steps	Screenshots																								
<p>Step 4:</p> <p>Click the Go button.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queens UNIVERSITY</p> <p>Welcome to SOLUS Looy's Student Center</p> <p>▸ Academics</p> <p>▸ Finances</p> <p>▾ Personal Information</p> <p>Demographic Data Emergency Contact Names</p> <p>Phone Numbers ▾ Go</p> <p>Contact Information</p> <p>Primary Address 124 Main Street Toronto ON M4T 1K8 Canada Primary Phone None</p> <p>Admission Address 123 Main Street Toronto ON M4T 1K8 Canada Campus E-mail cstest@queensu.ca</p> <p>▾ Admissions</p> <p>Apply for Admission Personal Statement of Experience and Supplementary Essay (if applicable) click here</p> <p>i You do not have any pending applications at this time.</p>																								
<p>Step 5:</p> <p>On the Phone Numbers page, you can change your preferred number and add or remove numbers.</p> <p>Once you have made your changes, click the Save button.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queens UNIVERSITY</p> <p>Bwjposwo,Looy Go to ...</p> <p>Personal Information Release Of Information Aboriginal Self-Identification</p> <p>Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information</p> <p>Phone Numbers</p> <p>Enter your phone numbers below.</p> <p>If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.</p> <table border="1"> <thead> <tr> <th>*Phone Type</th> <th>*Telephone</th> <th>Ext</th> <th>Country</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Business ▾</td> <td>613/111-1111</td> <td></td> <td>000</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile ▾</td> <td>613/111-1111</td> <td></td> <td>000</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Application</td> <td>613/111-1111</td> <td></td> <td>000</td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add a Phone Number</p> <p>Save</p> <p>* Required Field</p> <p> Go to top</p>	*Phone Type	*Telephone	Ext	Country	Preferred		Business ▾	613/111-1111		000	<input type="checkbox"/>		Mobile ▾	613/111-1111		000	<input checked="" type="checkbox"/>		Application	613/111-1111		000	<input type="checkbox"/>	
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Business ▾	613/111-1111		000	<input type="checkbox"/>																					
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Application	613/111-1111		000	<input type="checkbox"/>																					
<p>Step 6:</p> <p>Click the OK button on the Save Confirmation page.</p> <p>The changes will display on the Phone Number page.</p>	 <p>Favorites ▾ Main Menu ▾ > Self Service ▾ > Student Center</p> <p>Queens UNIVERSITY</p> <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>																								