

Login to MyView. The URL is <https://myview.umsl.edu>. Then follow the steps in the screen shots below to update your phone directory information.

1. Select **Self-Service**
2. Under the Campus Personal Information menu, select **Phone Numbers**.

Self Service
Navigate to your self service information and activities.

Student Center
Use the student center to manage school related activities.

Enrollment
View appointment view student and
[View Final Ex](#)
[Enrollment Dat](#)
[My Class Sch](#)
[6 More...](#)

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
[Addresses](#)
[Names](#)
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Academic Rec
View grades and transcripts and
[View My Gra](#)
[View My Adv](#)
[Official Trans](#)
[Enrollment Ve](#)

Phone Numbers

Below is a list of your phone numbers. To add a phone number, click Add a Phone Number. Each phone number must have a unique type. You may indicate your primary contact phone number by selecting the Preferred Phone checkbox. If you select more than one checkbox, the last checkbox you selected will be saved as the Primary Phone Number.

*Phone Type	Telephone	Ext	Preferred
Local	555/555-5555		<input type="checkbox"/>
Permanent	555/555-9999		<input checked="" type="checkbox"/>

Add a Phone Number

Save

* Required Field

go to ...

To update the number for a phone type already listed, just make the change to the number in the "Telephone" box above.

To add a phone type such as Cellular or Text Messaging, click the **Add a Phone Number** button.

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*Phone Type	Telephone	Ext	Preferred
Local	555/555-5555		<input type="checkbox"/>
Permanent	555/555-9999		<input checked="" type="checkbox"/>
			<input type="checkbox"/>

If you clicked the Add a Phone Number button, a new row was added to your phone number list.

Use the drop-down box and select the phone type you want to add, such as **Text Messaging**.

Billing
Business (non-UM)
Cellular
Fax - Home
Fax - Work (non-UM)
Guardian
Local
Mailing
Parent
Permanent
Text Messaging
Work

go to ... >>

Phone Numbers

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*Phone Type	Telephone	Ext	Preferred
Local	555/555-5555		<input type="checkbox"/>
Permanent	555/555-9999		<input checked="" type="checkbox"/>
Text Messaging	555/999-9999		<input type="checkbox"/>

Enter the appropriate phone number.

You can choose to add additional phone numbers, such as Cellular, by clicking the Add a Phone Number Button.

Click **Save** when you are finished.

Add a Phone Number

Save

* Required Field

go to ... >>