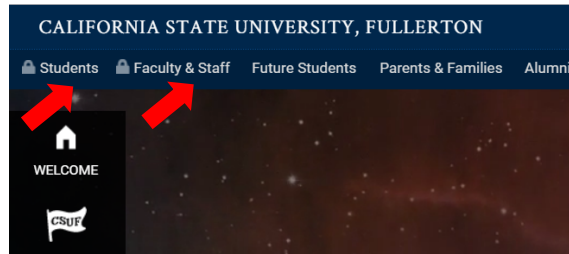
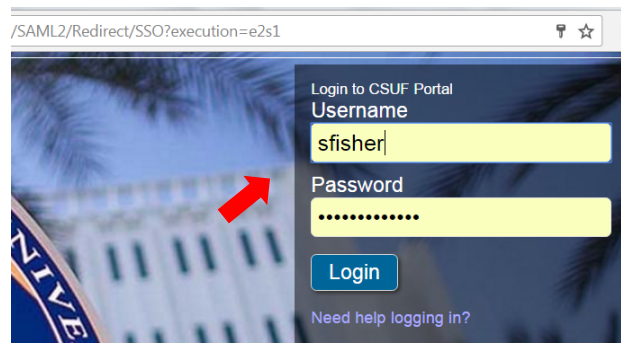


## UPDATING CELL PHONE NUMBERS and other Emergency Information for Faculty, Staff and Students:

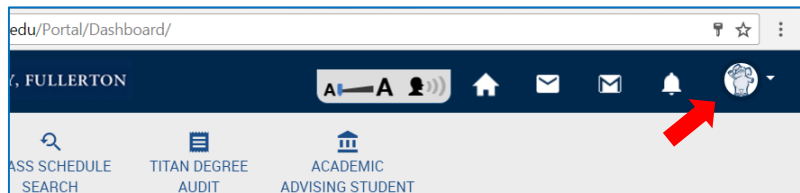
1. From CSUF Home page, log into your portal. Click appropriate tab: Students or Faculty & Staff:



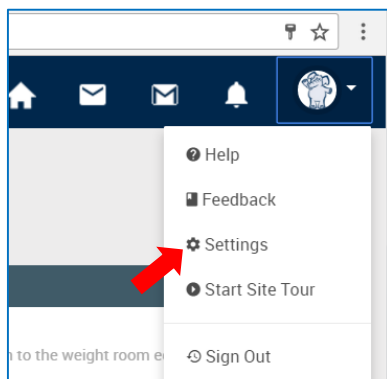
2. Log in with your information:



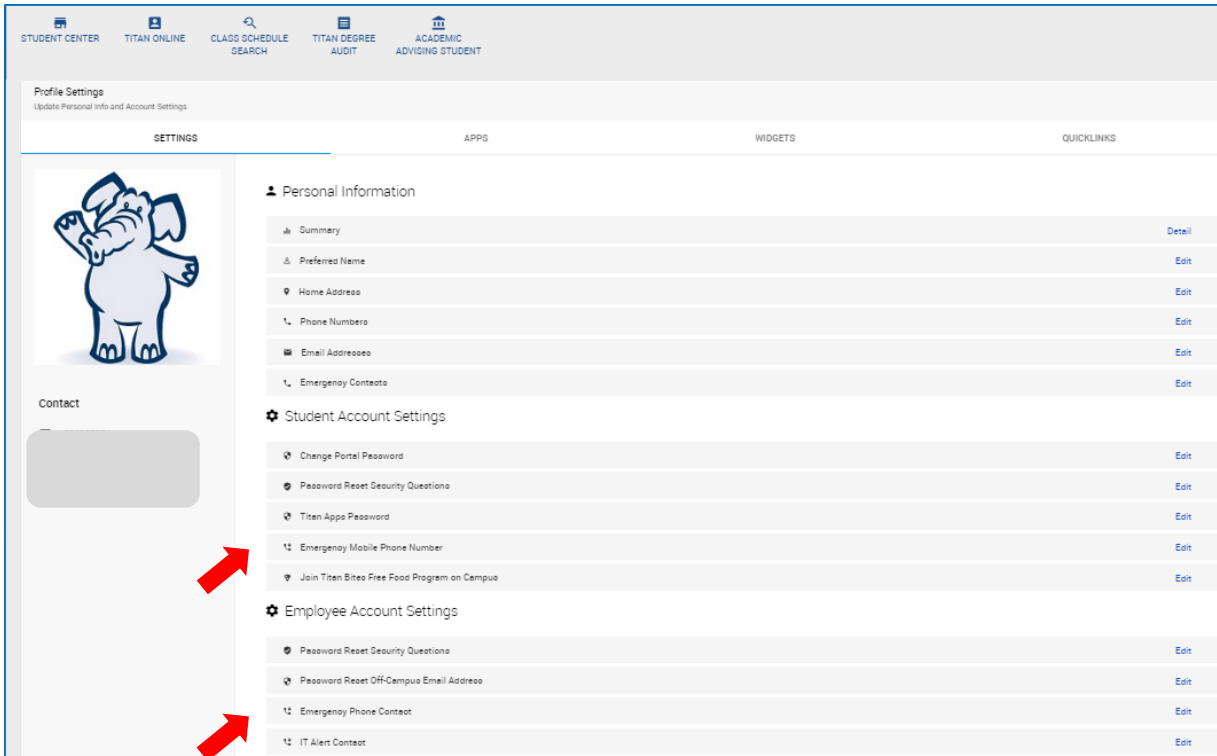
This takes you to your portal where you will see these icons. Click on the round elephant icon.



3. This menu appears. Click "settings."

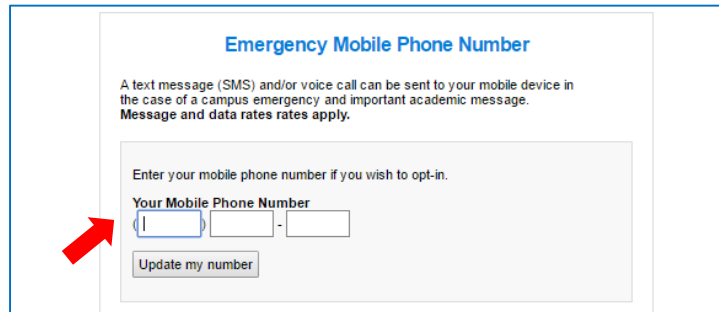


**4. This screen appears. Students select “Emergency Mobile Phone Number” and Faculty & Staff select “Emergency Phone Contact.”**

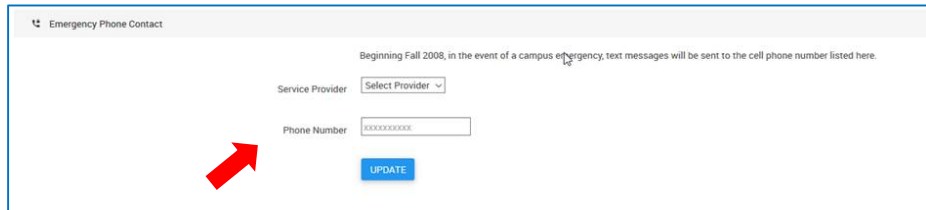


This brings up this dialogue box where you can update your mobile (cell) phone number and, for employees, mobile phone provider.

Students.....



Faculty & Staff.....



Questions: Contact the Emergency Management Coordinator, Sue Fisher, at [sfisher@fullerton.edu](mailto:sfisher@fullerton.edu), or call (657) 278-3572.