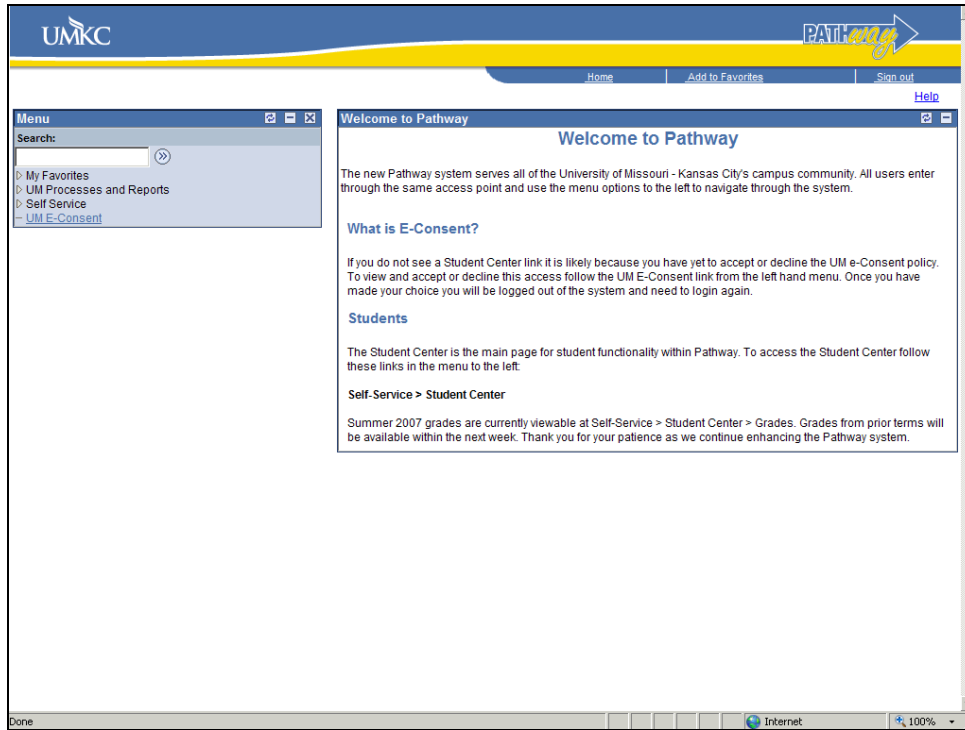


Business Process Document

Self Service: Provide a Text Message Number

Procedure

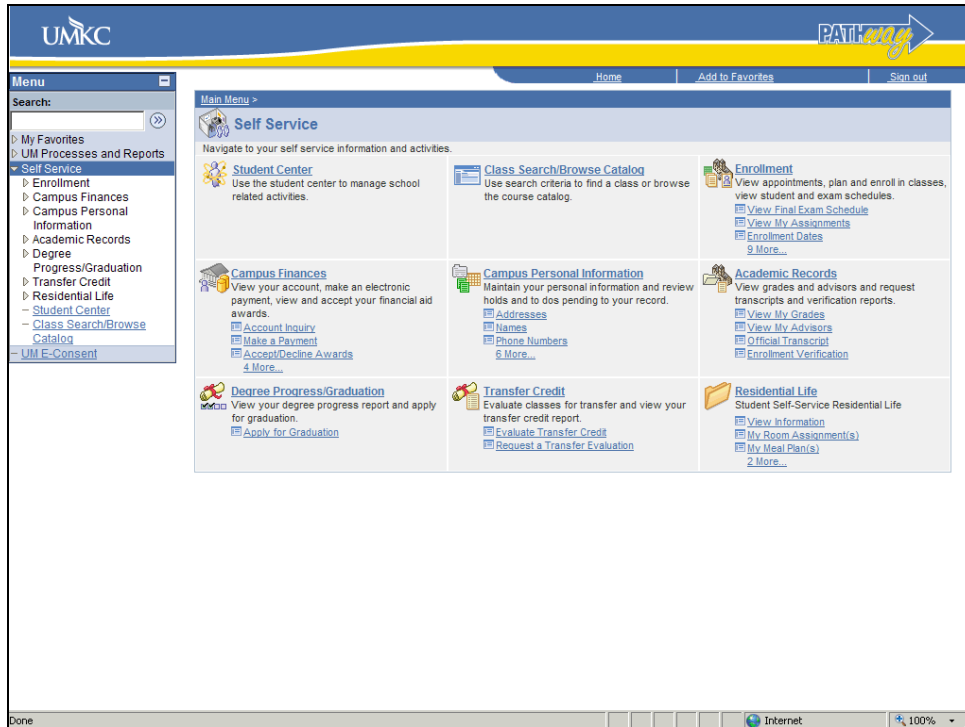
You can provide UMKC with a text message number to use in the case of a campus emergency.

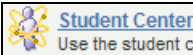


Step	Action
1.	Click the Self Service link. ▶ Self Service

Business Process Document

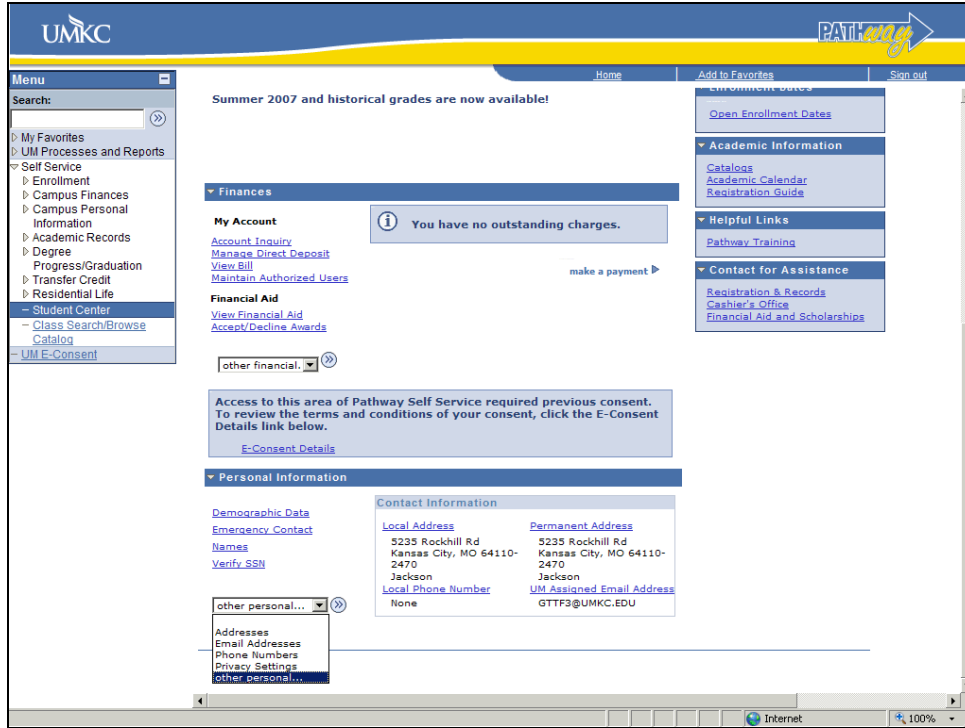
Self Service: Provide a Text Message Number


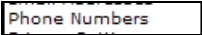



Step	Action
2.	Click the Student Center button. 

Business Process Document

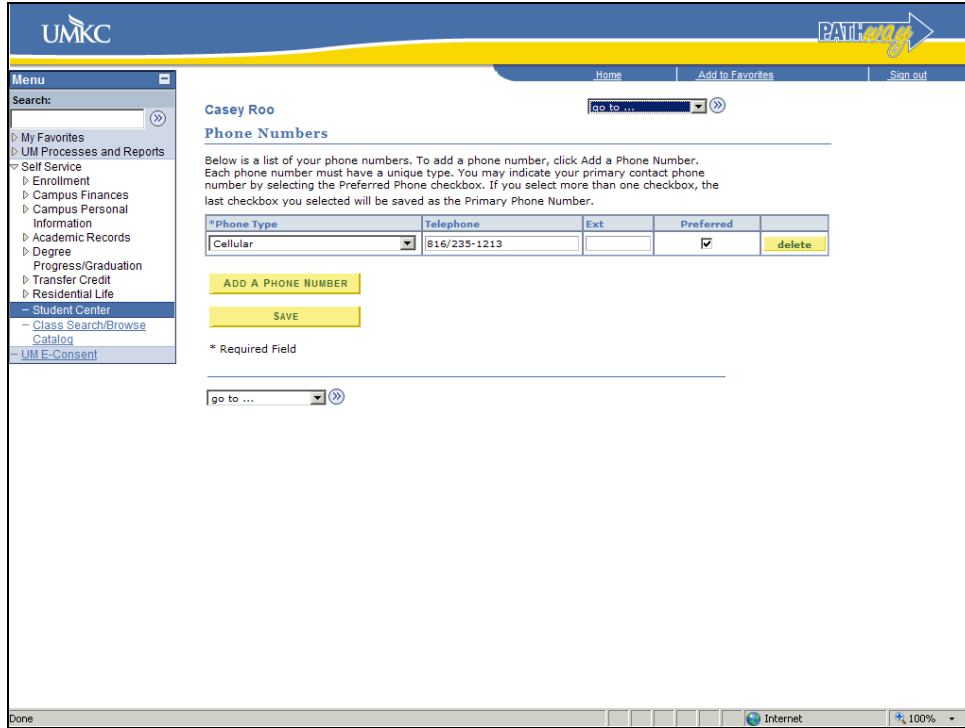
Self Service: Provide a Text Message Number

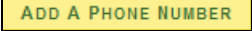


Step	Action
3.	Scroll down to the bottom of the Student Center.
4.	Click the scrollbar. 
5.	Click on Phone Numbers in the list to select it. 
6.	Click the Go button. 

Business Process Document

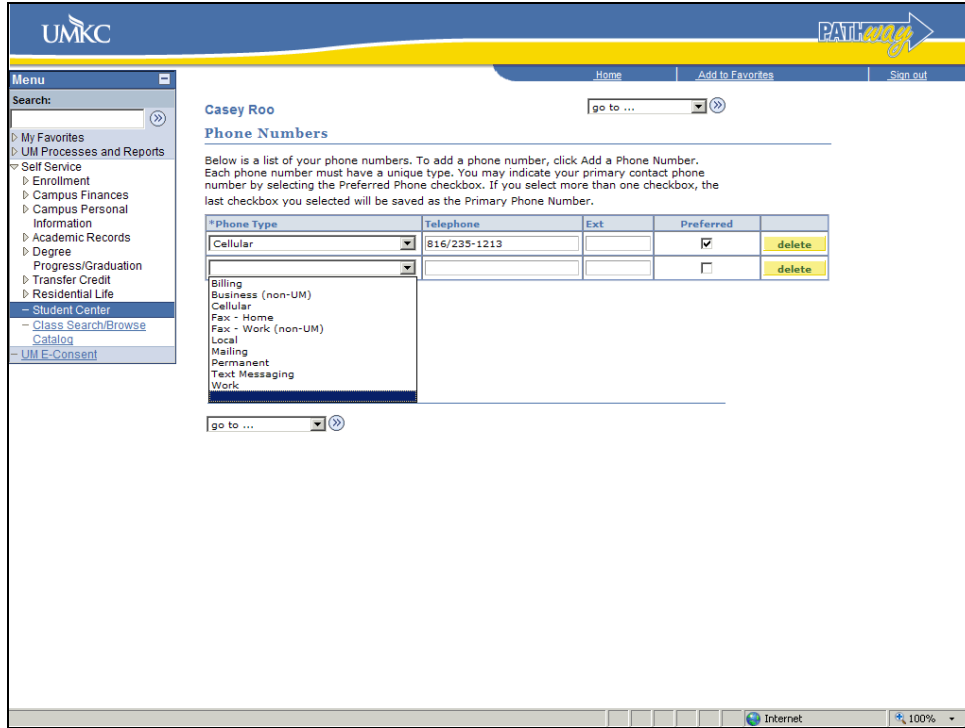
Self Service: Provide a Text Message Number





Step	Action
7.	Click the Add a Phone Number link. 

Business Process Document

Self Service: Provide a Text Message Number



Step	Action
8.	Click the scrollbar. 
9.	Select Text Messaging from the list by clicking on it. 
10.	Enter your mobile or pager number that receives text messages into the Telephone field. In this example, we re-entered the Cellular number: " 8162351213 ".

Business Process Document

Self Service: Provide a Text Message Number

UMKC PATHway

Home | Add to Favorites | Sign out

Casey Roo | go to ...

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	
Cellular	816/235-1213		<input checked="" type="checkbox"/>	delete
Text Messaging	8162351213		<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

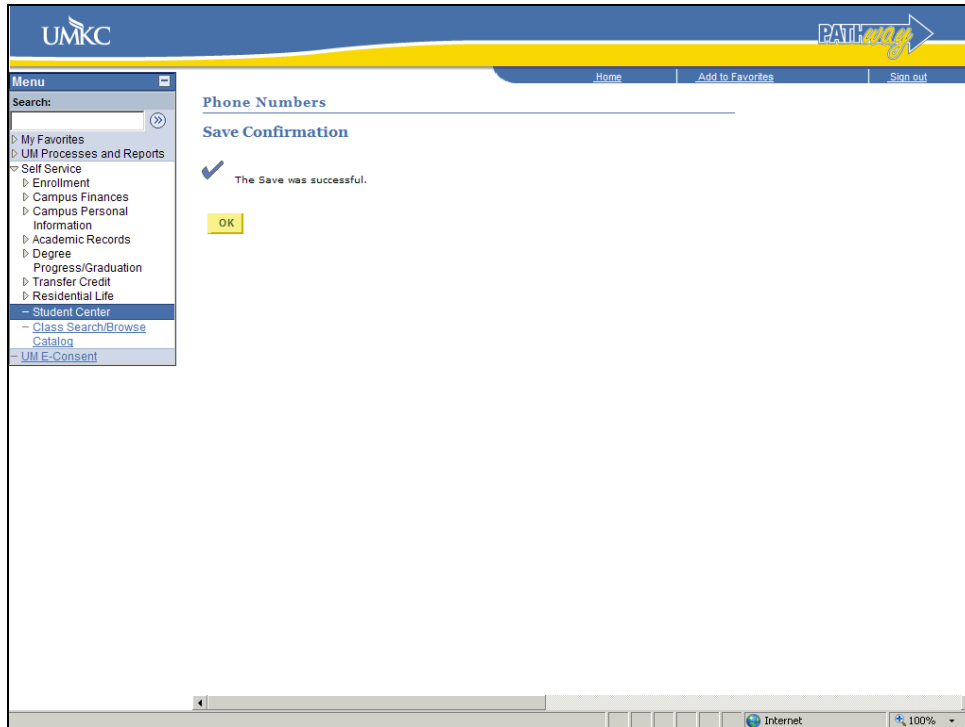
* Required Field


go to ...

Step	Action
11.	Click the Save button. 

Business Process Document

Self Service: Provide a Text Message Number



Step	Action
12.	Click the OK button. 

Business Process Document

Self Service: Provide a Text Message Number

UMKC PATHway

Home | Add to Favorites | Sign out

Casey Roo go to ...

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	
Cellular	816/235-1213		<input checked="" type="checkbox"/>	delete
Text Messaging	816/235-1213		<input type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

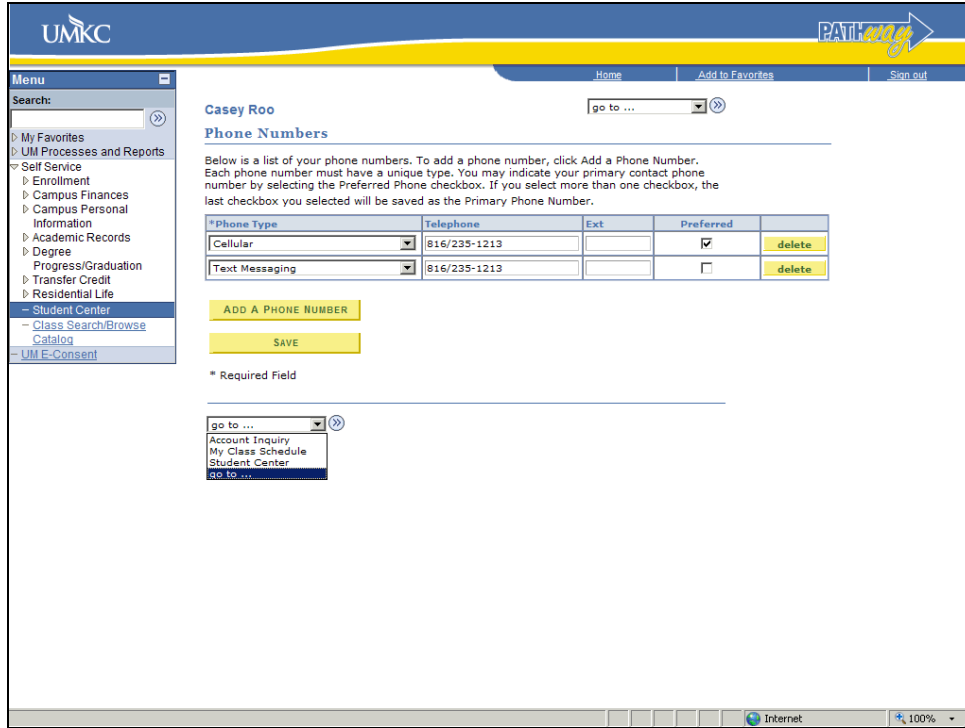
* Required Field


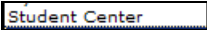

go to ...

Step	Action
13.	You may also delete a previously entered Text Message number on this page by clicking the delete button on that row.

Business Process Document

Self Service: Provide a Text Message Number



Step	Action
14.	To return to the Student Center, click the scroll bar. 
15.	Select Student Center from the list. 
16.	Click the GO! button. 
17.	You have now provided UMKC with a text message number to use in emergencies. End of Procedure.