

View Phone Numbers

Step	Action
1.	Click the Campus Community link. Campus Community
2.	Click the Personal Information link. Personal Information
3.	Click the Biographical link. Biographical
4.	Click the Addresses/Phones link. Addresses/Phones
5.	Click the Phones link. View Phones
6.	Enter the SMU ID into the ID field or enter the Last Name and First Name.
7.	Click the Search button. Search
8.	Note: If the Last Name and First Name were used as search criteria, multiple rows may be displayed on the Search Results page. Select the correct ID from the displayed list.
9.	The Phone Numbers page displays a list of Phone Types and associated Phone Numbers .
10.	End of Procedure.