

## Changing your Phone Number in MyOhio Student Center

1. You may only do this step if you have a US phone number.
2. Log into your **MyOHIO Student Center** and find the **Personal Information** box.
3. Click on the drop down “Favorites” menu and select “Student Center”
4. Click the drop-down menu that says **Other Personal Information** and scroll down to **Phone Numbers**; click the blue arrow next to the box.

Personal Information

Demographic Data  
Emergency Contact  
Names

Phone Numbers

Contact Information

Home Address Mailing Address

Home Phone Campus E-mail

5. Click on **Add A Phone Number**.

*Phone Type	*Telephone	Ext	Country	Preferred	
				<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

\* Required Field

6. Select **Cell Private** in the Phone Type drop-down menu.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell Private				<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

\* Required Field

7. Type your US phone number in the telephone box. **DO NOT** include the country code, or +1. **ONLY** enter numbers into the box (no symbols or dashes). **The number must be 10 digits long.**

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell Private	7405934330			<input type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

\* Required Field

8. Check the **Preferred** check box. Leave the **Ext** and **Country** boxes blank.

*Phone Type	*Telephone	Ext	Country	Preferred	
Cell Private	740/593-4330			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

\* Required Field

9. Click **Save**.