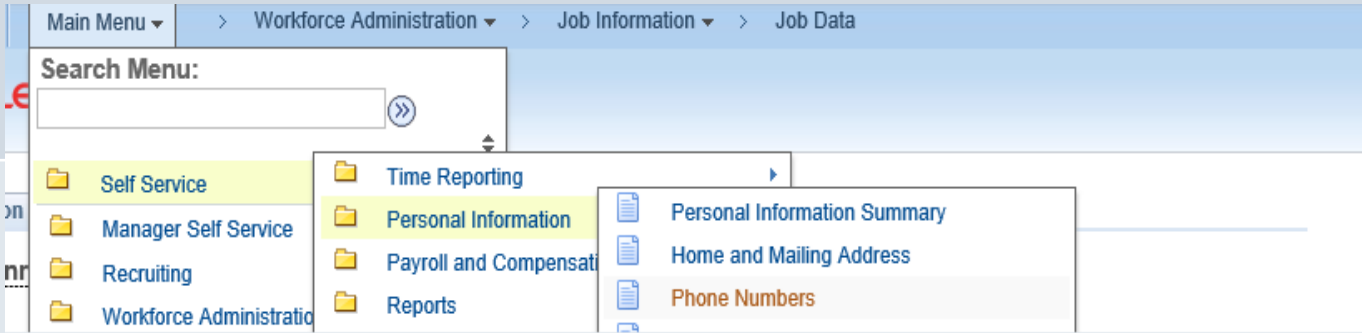# Self Service: Mobile Phone Update

Purpose:
This job aid will help you update the mobile phone field in Core-CT.

Steps

1. From the Core-CT home page, navigate to *Main Menu> Self Service> Personal Information> Phone Numbers*

The current phone numbers you have listed are displayed.

2. Click the "Add Phone Number" button to add a new row.

3. Select "Mobile" in the Phone Type drop down.

4. Enter your mobile phone number in the "Telephone" text box.

5. Click the "Preferred" box to make sure this number is used for communications.
Notes: 1. Employees can change phone numbers except for those with a Phone Type of Business.

2. Employees should not change any other personal information in Core-CT at this time.

Phone Numbers

Enter your phone numbers.

Phone Numbers

Phone Type	Telephone	Extension	Preferred	Delete
Business 2	860/7██████		☑	🗑
Home	860███████		☐	🗑
Mobile ⌄			☐	🗑

Add Phone Number