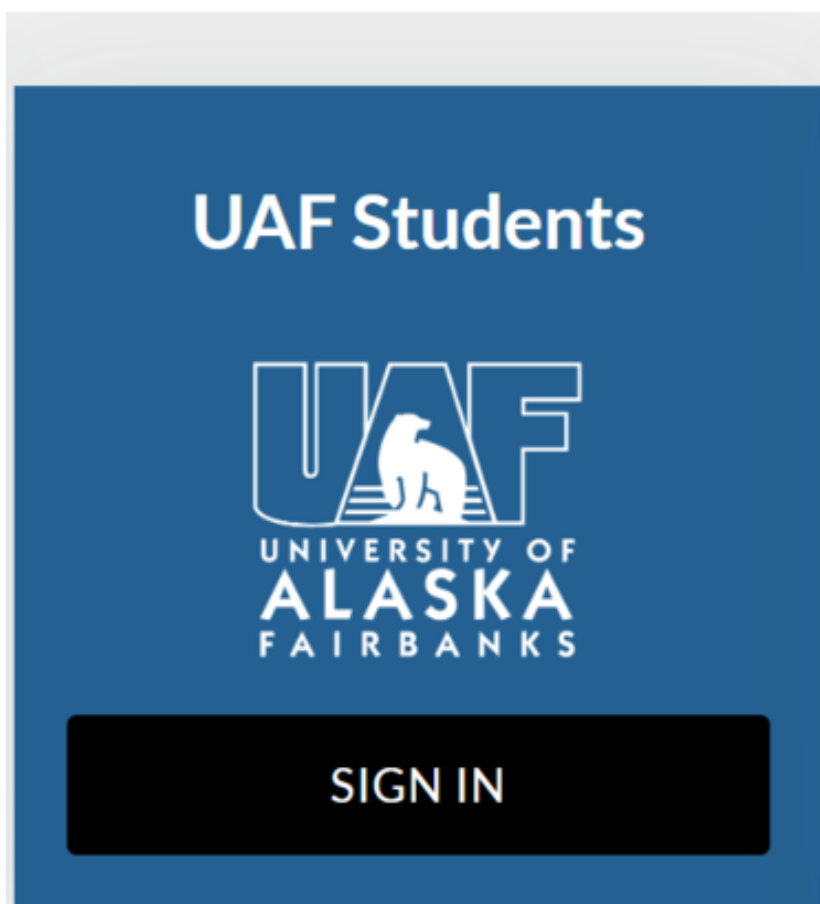


Updating Contact Info via UAOnline

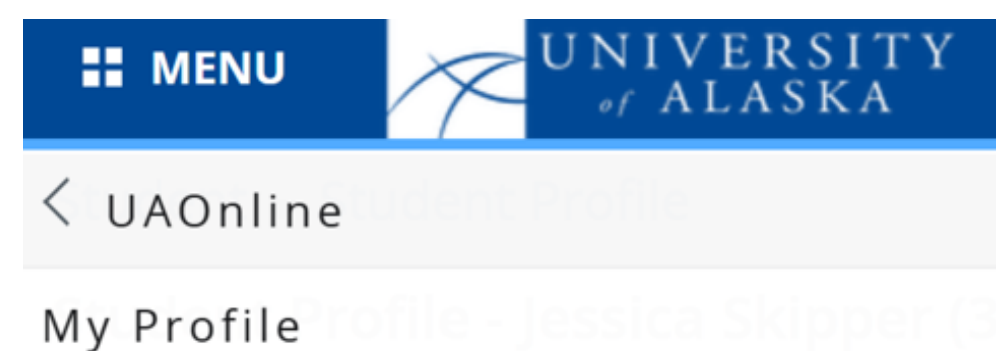
01. Log-In to UAOnline.



02. Click on the "Menu" button at the top left.



03. Click on the "My Profile" button.



04. Click on "Personal Information"



Personal Information

View and update your biographical and demographic information.



05. Updating Email Address

Click on the **pencil** icon to edit or click "**Add New**" to add an email address.

The email **marked as Preferred** will be updated as the preferred designated email.

University Email (Preferred)

jr @alaska.edu

Only setting as preferred allowed. No updates/deletes.



06. Updating Phone Number

Add a Cell Phone, a **NonEmergency Text/Voice Opt-In** number, and/or Alternate Phone.

With any of these numbers the student can select the number to be primary and/or listed or unlisted.

NonEmergency Text/Voice Opt-In (Primary)

509



Opt-In to Texting Across UA Platforms

01. Updating Personal Info.

Follow the instructions on the previous page to update personal information via [UAOnline](#).

02. Under the Phone Number section, click "Add New."

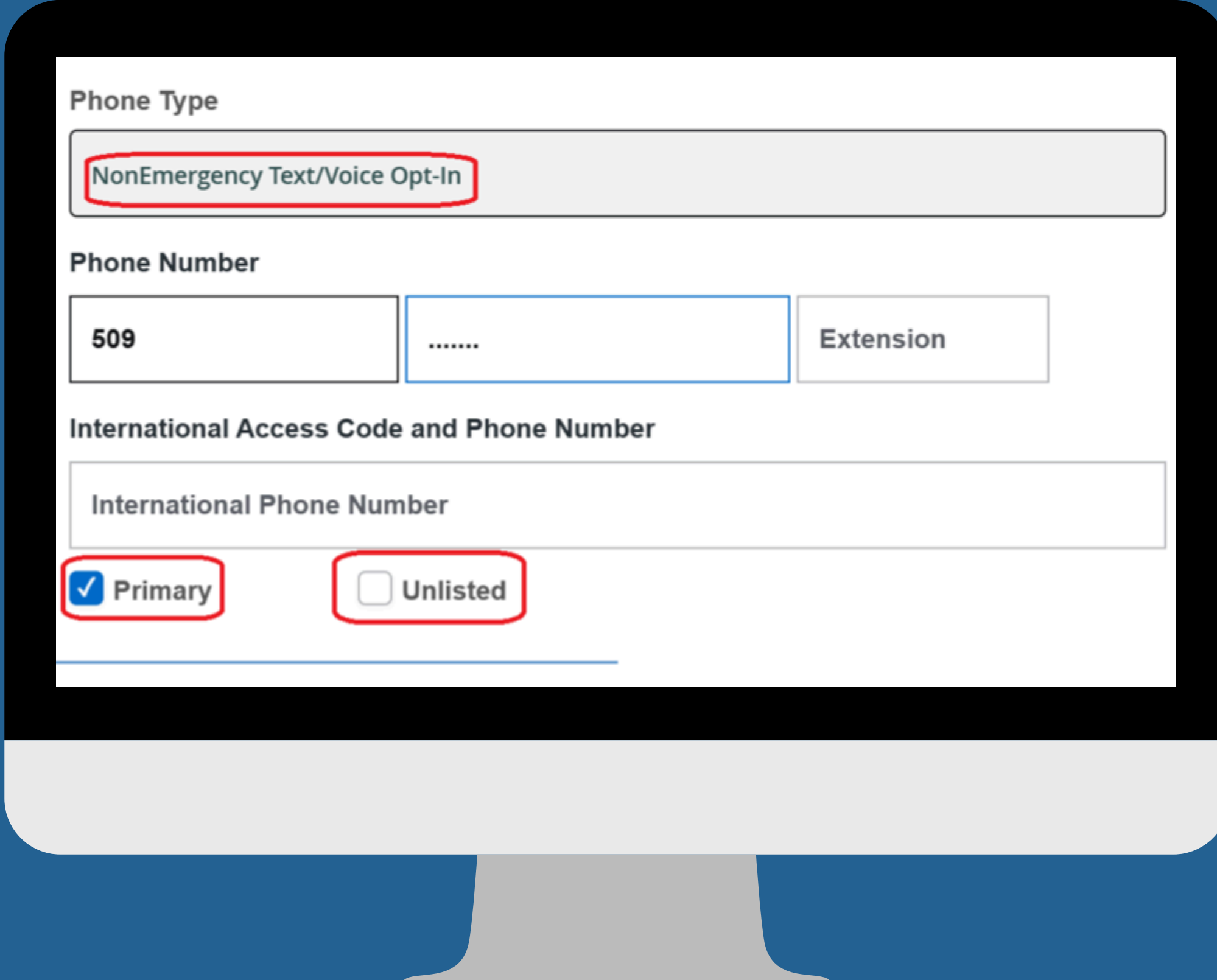
 **Add New**

03. Select the "Non Emergency Text/Voice Opt-In" Phone Type.

04. Add the valid preferred phone number for texting.

05. Check the "Primary" box. (Leave "Unlisted" unchecked)

06. Click "Update"



The screenshot shows a web form for configuring a phone number. The form is displayed on a computer monitor. The form fields and options are as follows:

- Phone Type:** A dropdown menu with "NonEmergency Text/Voice Opt-In" selected and highlighted by a red box.
- Phone Number:** Three input fields: "509", ".....", and "Extension".
- International Access Code and Phone Number:** A single input field labeled "International Phone Number".
- Primary/Unlisted:** Two checkboxes. "Primary" is checked and highlighted by a red box. "Unlisted" is unchecked and also highlighted by a red box.