

ROSE STATE COLLEGE

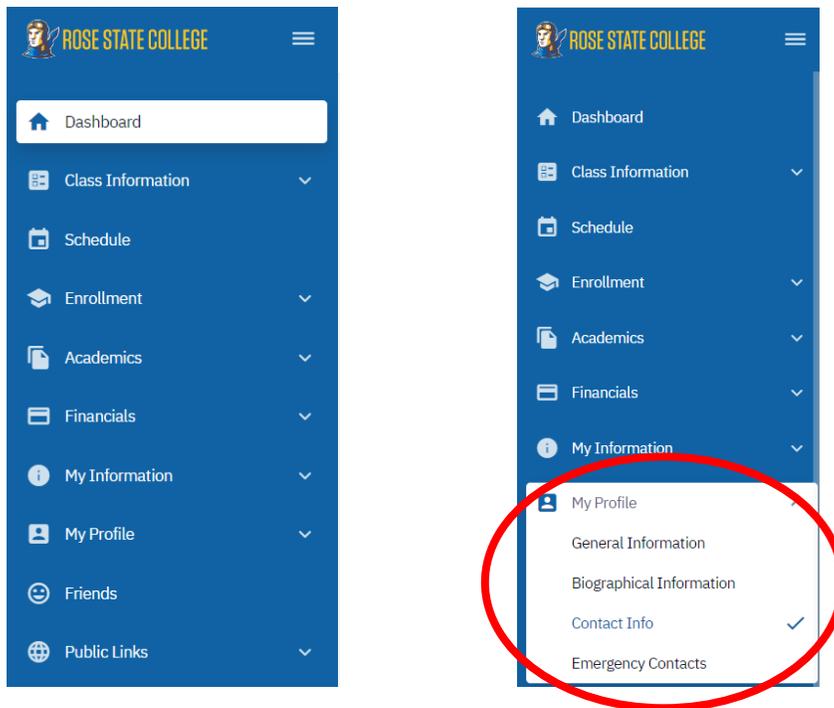
Personal Contact Phone Numbers in OASIS.

Having an accurate “Mobile” number in OASIS is Critical for you to sign into the College SSO (Single Sign-On). If this is incorrect, you may not be able to sign into the campus systems after 1/20/2024.

How to Change Your Phone Number in OASIS

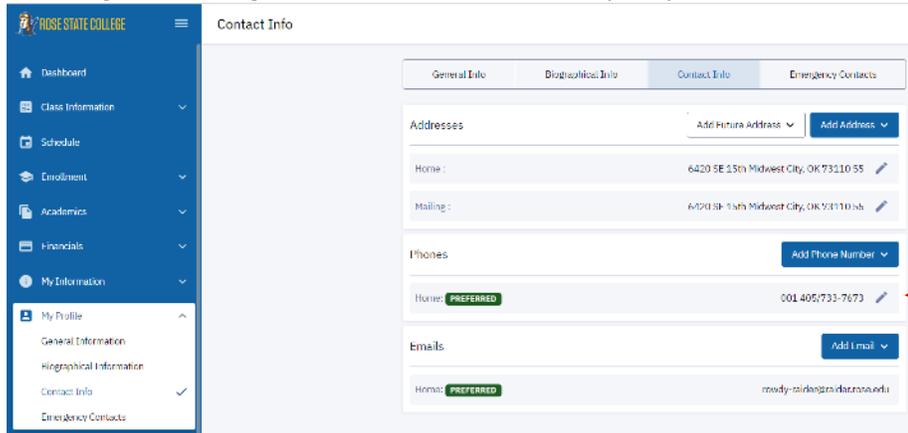
From the Campus Experience Dashboard menu shown below:

1. Select My Profile.
2. Select Contact Info.

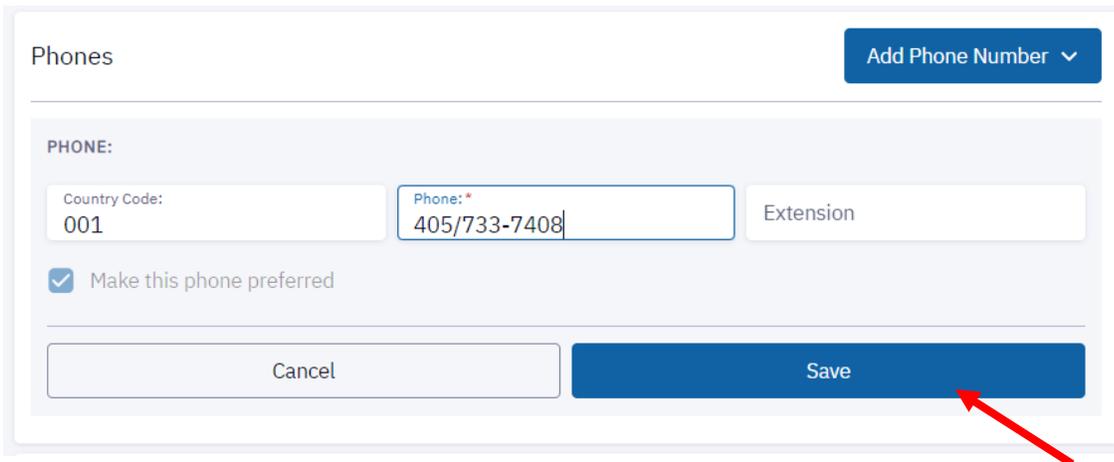


This will show the following screen with your personal contact information.

3. To change an existing number, select  next to your phone number.



4. Type in your phone number change and select Save.



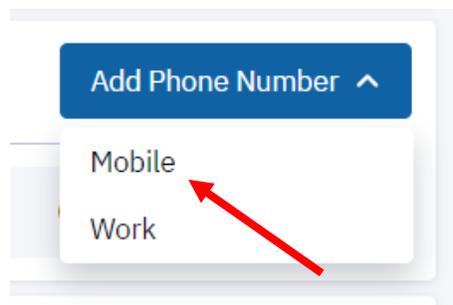
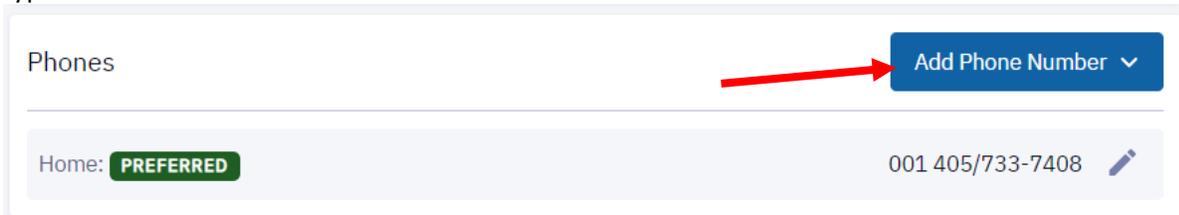
Your changed phone number should now show up in the Phones section.

How to Add a Phone Number

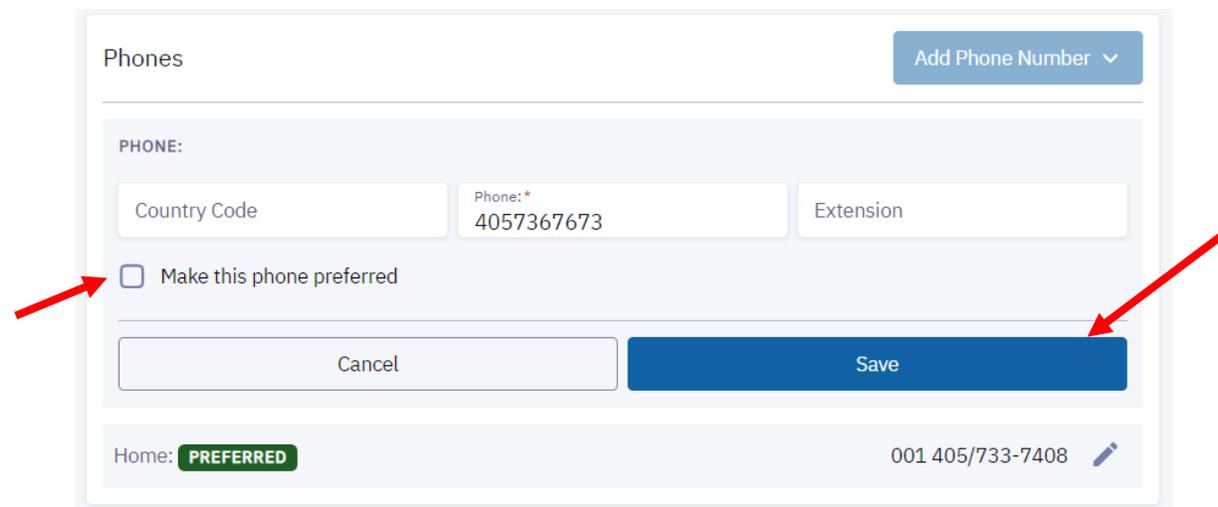
If you do not have a “Mobile” Number, you will need to add one.
From the Campus Experience Dashboard menu:

1. Select My Profile.
2. Select Contact Info.

To add a phone number while on this page, select the blue Add Phone Number button and select the type of number to add.



3. Enter the new phone number.
4. Check the 'Make this phone preferred' checkbox if this is your preferred contact number.
5. Select Save.



You have added a phone number.