## **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.



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

- 3. To change an existing number, select 🖍 next to your phone number. ROSE STATE COLLEGE Contact Info Dashboard Contact Info General Info **Biographical Info** Emergency Contacts 📰 Class Information Addresses Add Future Address 🐱 🛛 Add Address G Schedule 6420 SE 15th Midwest City, OK 73110 55 🧪 Home 🗢 Emolment 6420 SE 15th Midwest City, OK V3110 55 🧪 Mailing Academics 😑 Financials Phones Add Phone Number 🗸 My Informatio 001 405/733-7673 🧪 Home: PR My Profile General Information Emails Add Email IN **Biographical Information** Contact Info Home: Page rowdy-raide ottraidar raso odu Emerdency Contacts
- 4. Type in your phone number change and select Save.

hones		Add Phone Number 🗸
PHONE:		
Country Code: 001	Phone:* 405/733-7408	Extension
Make this phone preferred		
Cancel		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.

Phones	Add Phone Number 🗸
Home: PREFERRED	001 405/733-7408 🧪
Add Phone Number <b>^</b> Mobile	
Work	

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

PHONE:			
Country Code	Phone:* 4057367673	Extension	
Make this phone pret	ferred		
	Cancel	Save	

You have added a phone number.