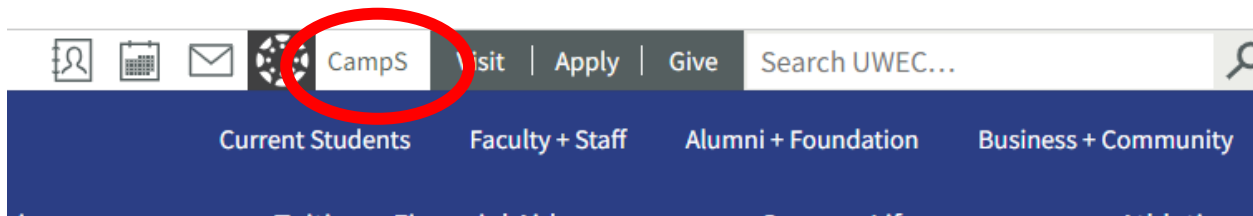


How to Update Phone Numbers in CampS

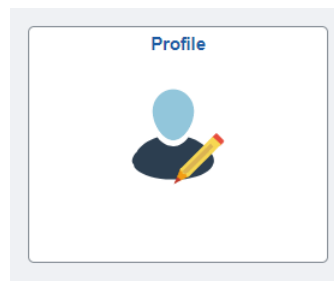
Last Updated 11/7/2023

Every international student needs two numbers in CampS, a **Home Phone** and a **Local Phone**. Follow along to learn what they are and how to update yours!

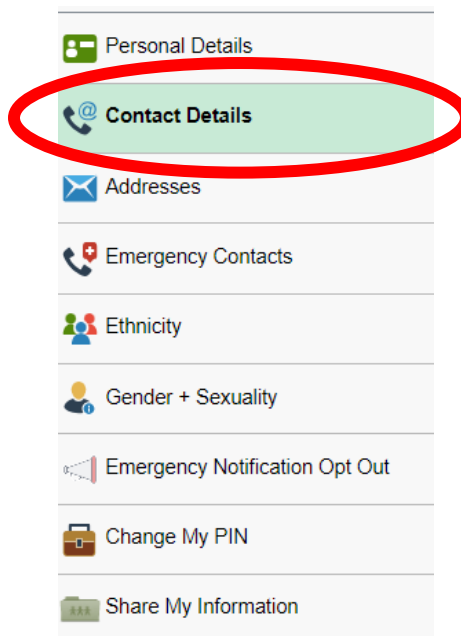
Open “CampS” from the UWEC website.



Click the “Profile” tile.



Go to “Contact Details.”



Find the “Phone” section.

Contact Details

Email

Email	Type	Preferred	
...	Campus	✓	>
...	Other		>

Phone

Phone	Type	Preferred	
+			
...	Local	✓	>
...	Home		>

Home Phone

Definition

The **Home Phone** is a number from your home country. It doesn't matter if you use your number or your parents'.

CampS Requirements

There are two parts of the number in CampS, the country code and phone number, that **must** be kept separate.

The **country code** is a three-digit number representing which country the phone number is from. Make sure your country code is a three-digit number.

For example, Chinese phones start with +86, so the country code should be 086. Russian phones start with +7, so the country code should be 007.

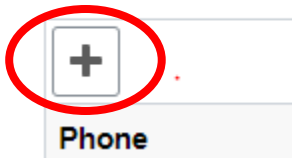
The **phone number** is everything after the country code.

For a Chinese "home" phone, +86 139 1099 8888, the phone number is 139 1099 8888, which does not include the country code 086.

Home Phone CampS Instructions

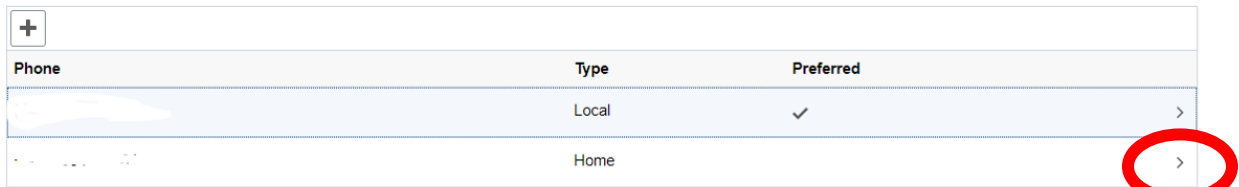
New Number: If you do not have a Home Phone number in CampS, click **+** to create a new number.

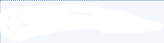
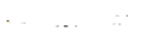
Phone



Edit Number: If you need to update your existing Home Phone, click **>** to edit.

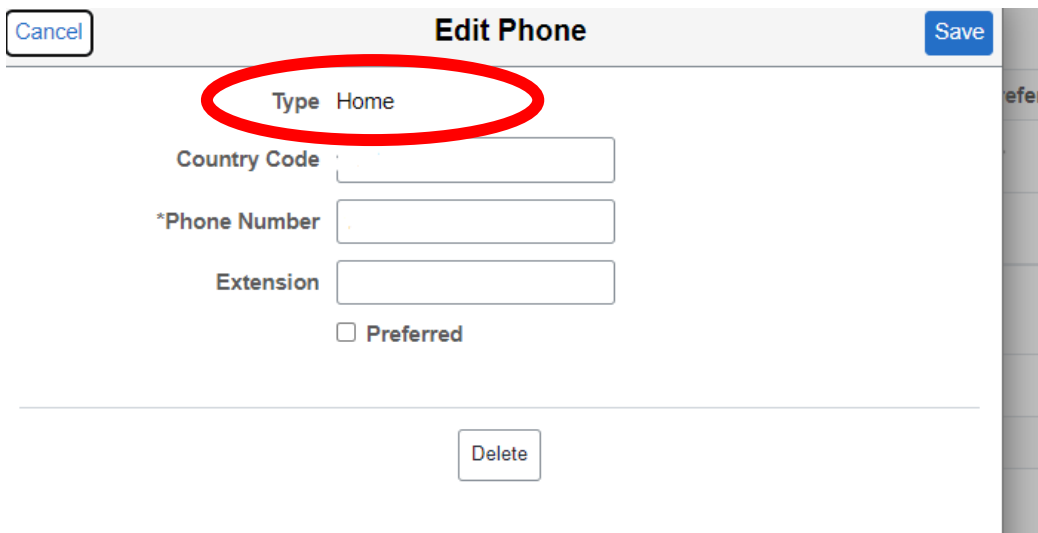
Phone



Phone	Type	Preferred	
	Local	✓	>
	Home		>

A screenshot of a table displaying phone numbers. At the top left of the table area is a square button with a plus sign (+). The table has four columns: "Phone", "Type", "Preferred", and an empty column. The first row shows a phone icon, "Local", a checkmark, and a right-pointing chevron (>). The second row shows a phone icon, "Home", an empty cell, and a right-pointing chevron (>). The chevron in the second row is circled in red.

For Type choose "Home."



Cancel **Edit Phone** Save

Type Home

Country Code

*Phone Number

Extension

Preferred

Delete

A screenshot of the "Edit Phone" form. At the top, there are "Cancel" and "Save" buttons. The main title is "Edit Phone". Below the title, the text "Type Home" is circled in red. There are three input fields: "Country Code", "*Phone Number", and "Extension". Below these is a checkbox labeled "Preferred". At the bottom of the form is a "Delete" button.

For “Country Code” type your three-digit code.

Each country has a different code, here is an example of China’s.

Edit Phone

Type Home

Country Code

*Phone Number

Extension

Preferred

Enter the *Phone Number (everything after the country code) of your home phone number.

Edit Phone

Type Home

Country Code

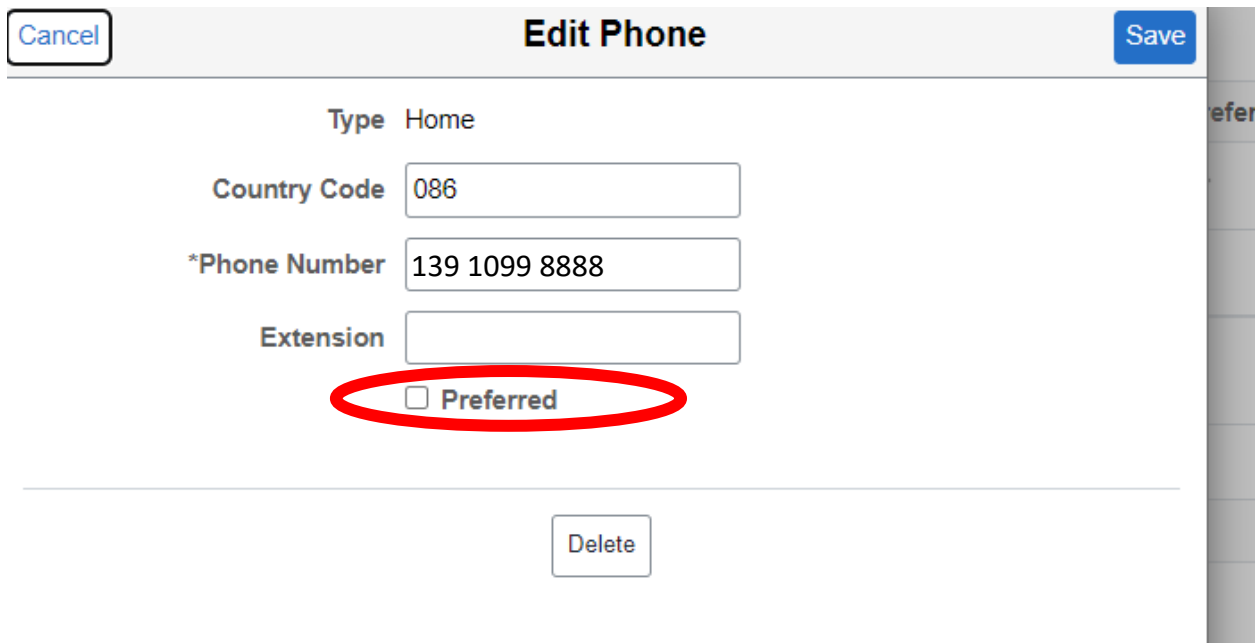
*Phone Number

Extension

Preferred

Leave Extension blank (unless it is needed for your number).

If you want the number to be your preferred number, click the box next to “Preferred”.

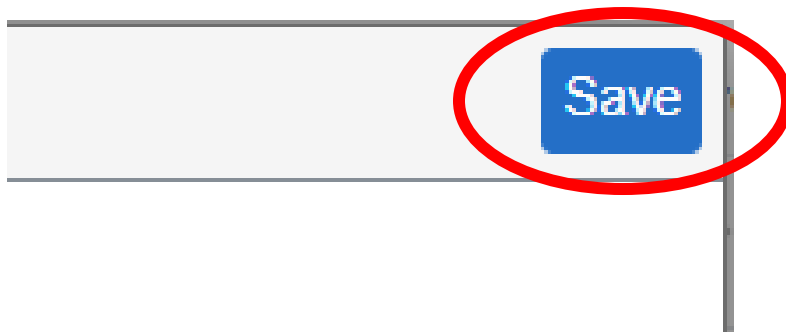


The screenshot shows a form titled "Edit Phone". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields and options:

- Type: Home
- Country Code: 086
- *Phone Number: 139 1099 8888
- Extension: (empty)
- Preferred (This checkbox is circled in red in the original image)

At the bottom center of the form is a "Delete" button.

Click the Save button.



A close-up view of the "Save" button, which is a blue rectangle with the word "Save" in white text. The button is circled in red.

Now, you are done with the Home Phone!

Local Phone

Definition

The Local Phone must be a USA number.

If you do not have your own USA phone number yet, you can list the CIE's office phone number, 715-836-4411.


When you get your own USA phone number, edit the Local Phone to your local number as soon as possible.

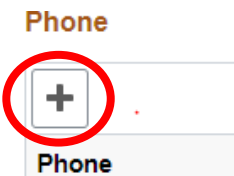
CampS Requirements

Do not use the country code. **You only need to enter the phone number.**

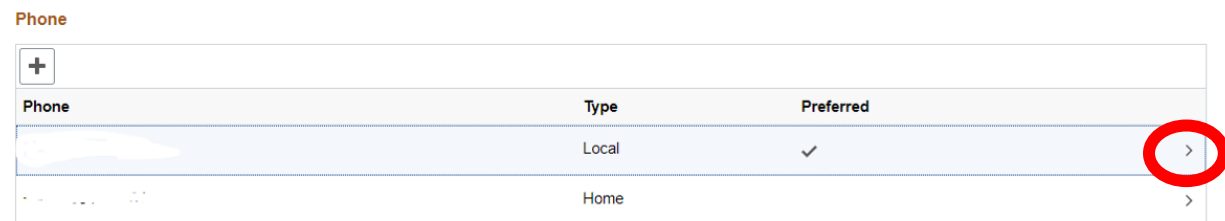
The whole phone number for the local number should be in the format ###-###-#### which does not include the country code.

Local Phone CampS Instructions

New Number: If you do not have a Local Phone number in CampS, click  to create a new number.



Edit Number: If you need to update your existing Local Phone, click > to edit.



For Type choose "Local."

Edit Phone

Type Local

Country Code

*Phone Number

Extension

Preferred

Leave the Country Code blank.

Edit Phone

Type Local

Country Code

*Phone Number

Extension

Preferred

Enter the *Phone Number of your USA number.

P.S. If you don't have the American number, please enter the number of the CIE office which is 715-836-4411, do not leave it empty.

Edit Phone

Type Local

Country Code

***Phone Number**

Extension

Preferred

Leave Extension blank (unless it is needed for your number).

If you want the number to be your preferred number, click the box next to "Preferred".

Edit Phone

Type Local

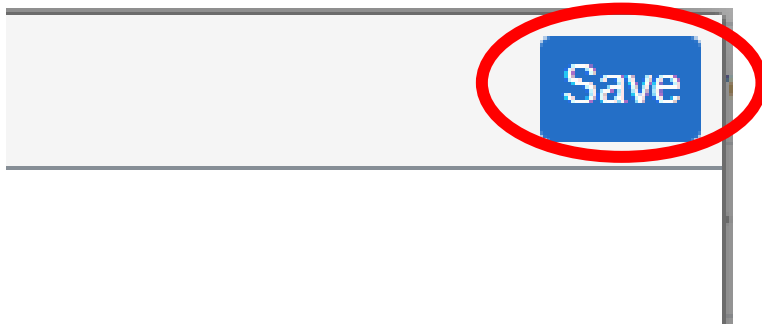
Country Code

*Phone Number

Extension

Preferred

Click the Save button.



Now, you are done with the Local Phone!

Once you have both Home and Local number in
CampS, then you are all set!!!