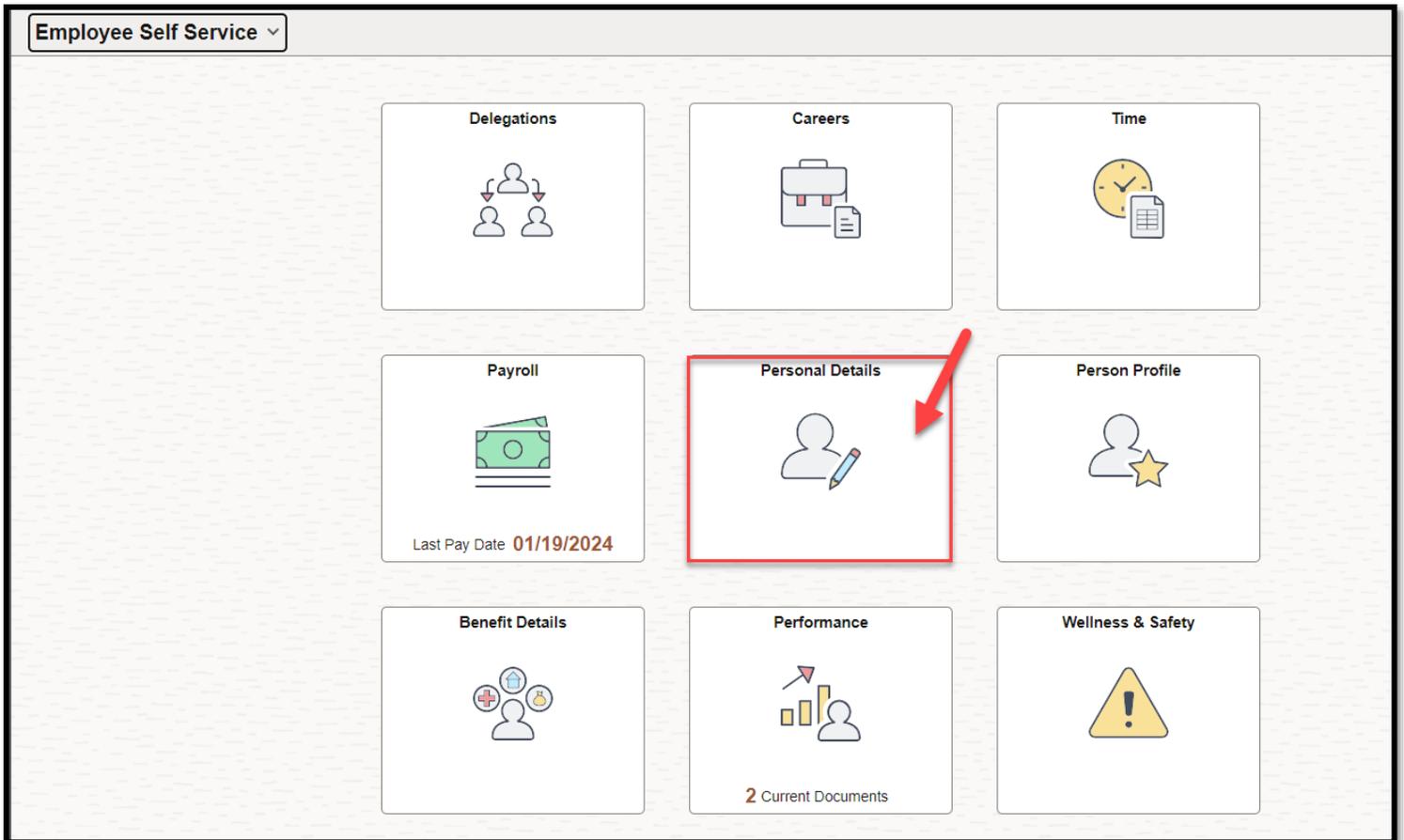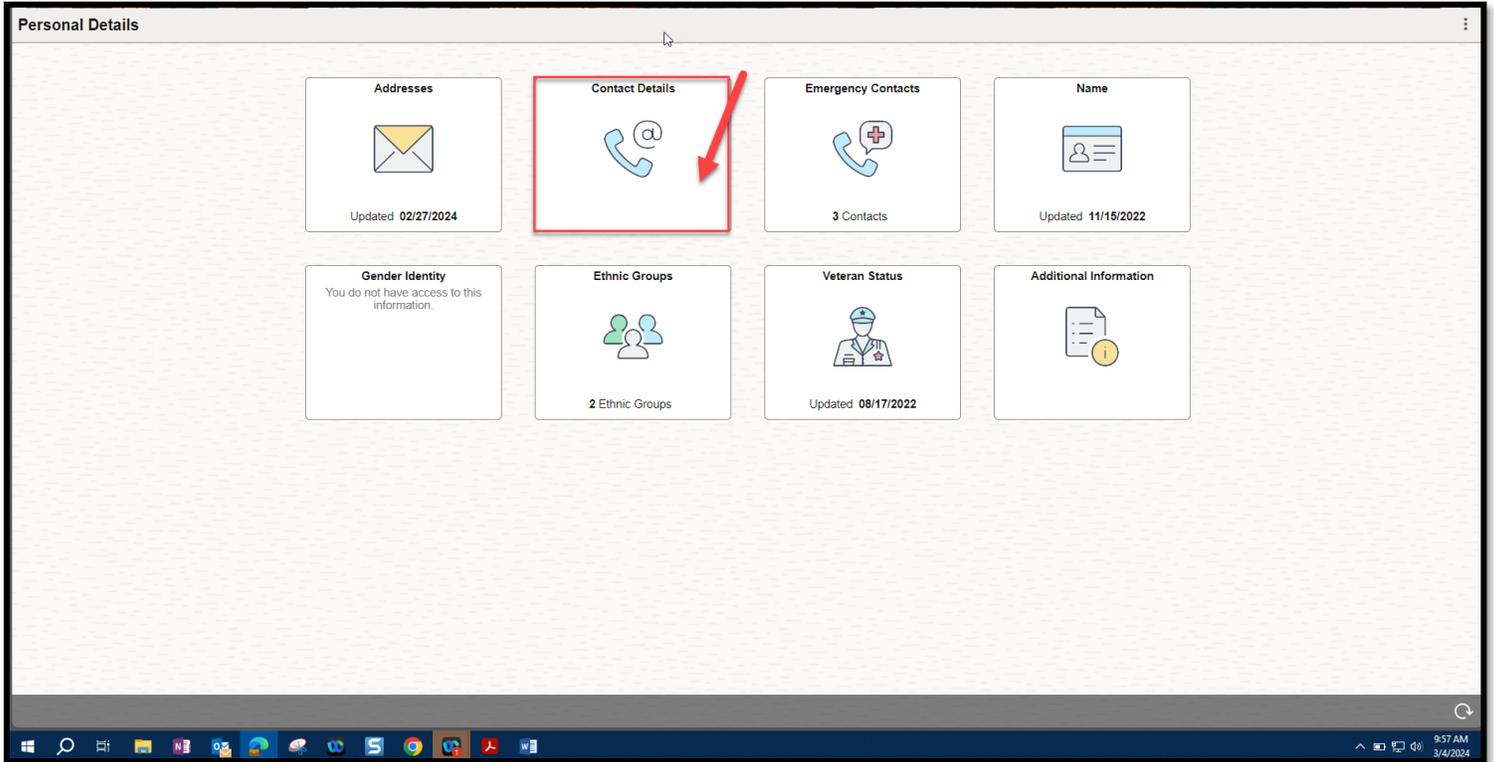# How to Add Your Phone Number via Employee Self Service
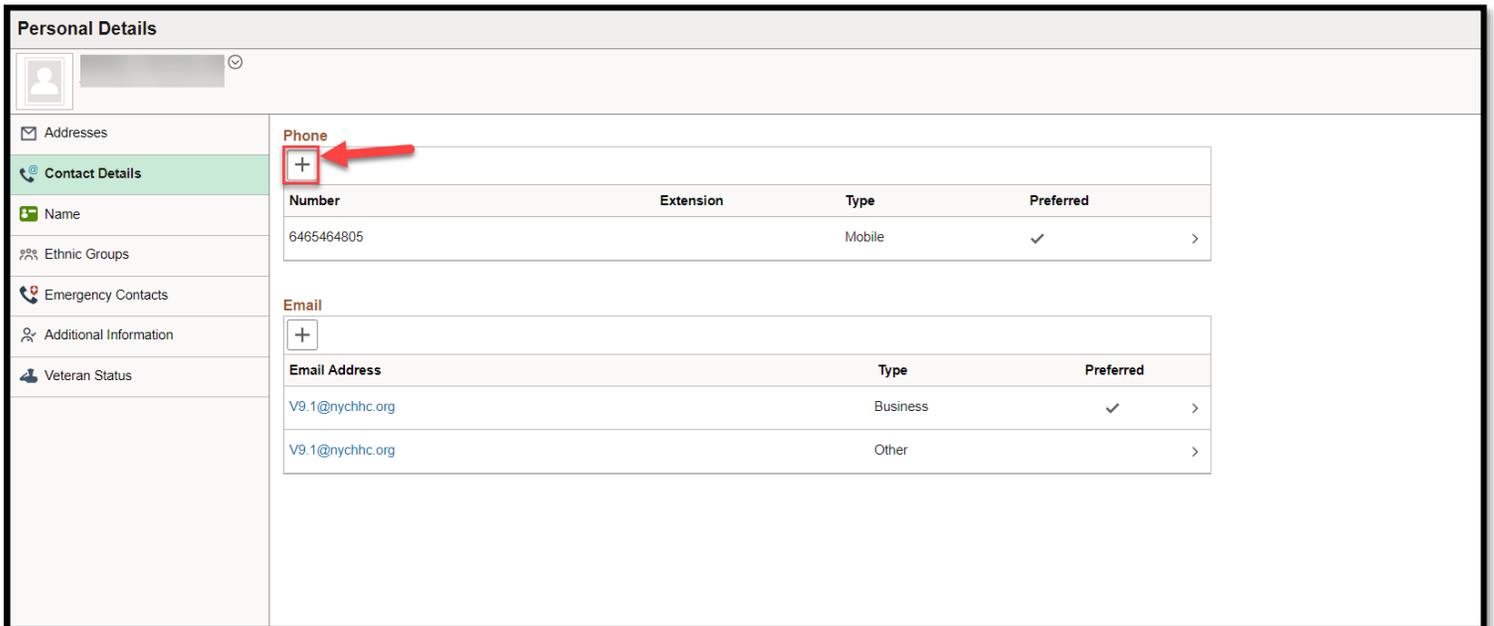
1. After successfully logging into PeopleSoft, click on the **Personal Details** tile.

2. On the "Personal Details" Page, click on the **Contact Details** tile.

3. Click on the **Plus Sign** under **Phone** to add a new number.

4. A Pop-Up window will appear. Add the **type** of number you are entering and the **10-digit phone number.** You can also check the **preferred** box to indicate whether this is your preferred contact number. Click on the **Save** button once you are finished.

5. A "You have successfully added your "PhoneTypeHere" phone" message will appear on the top of the screen. Your phone number should now appear on the page under the **Number** section.

You have successfully added your phone number!