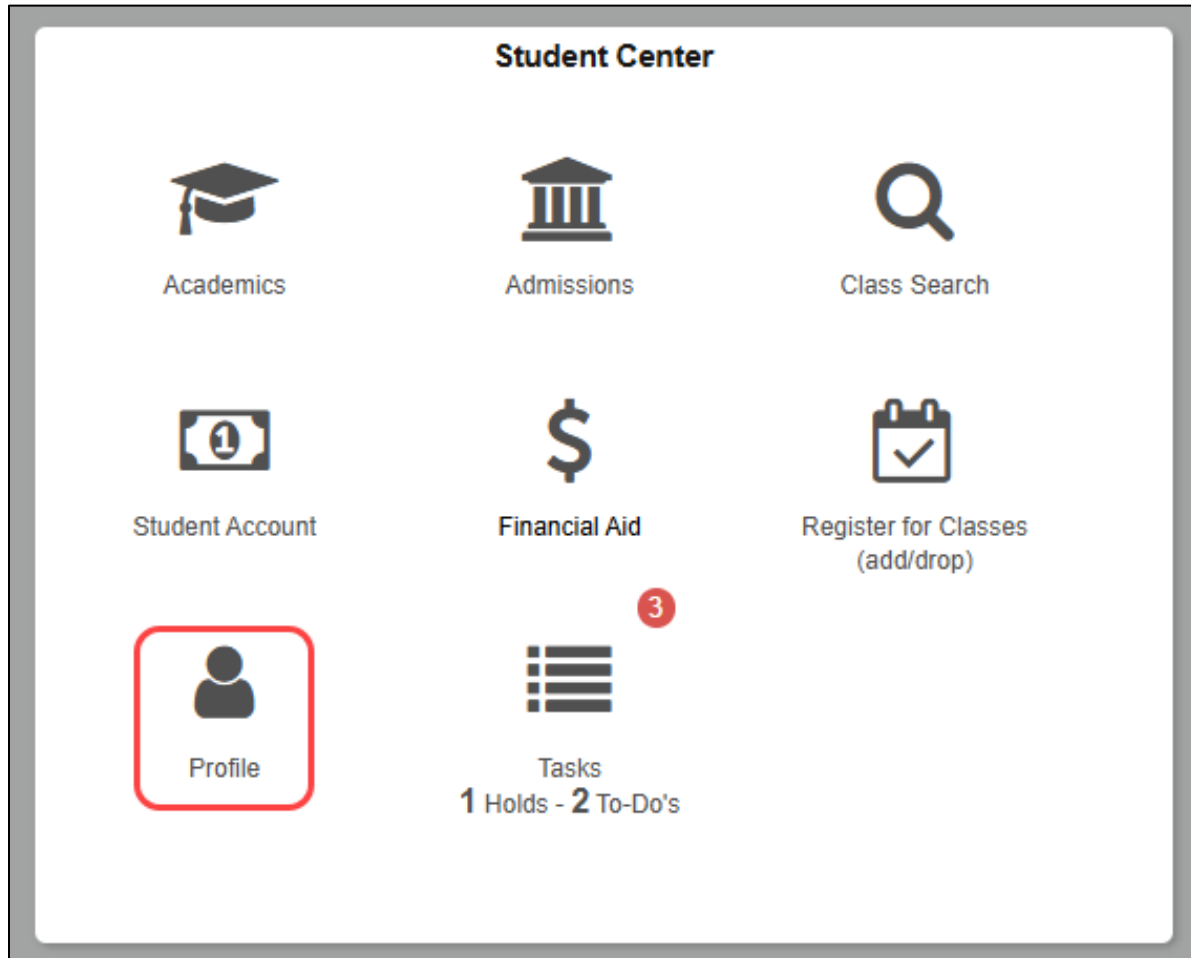


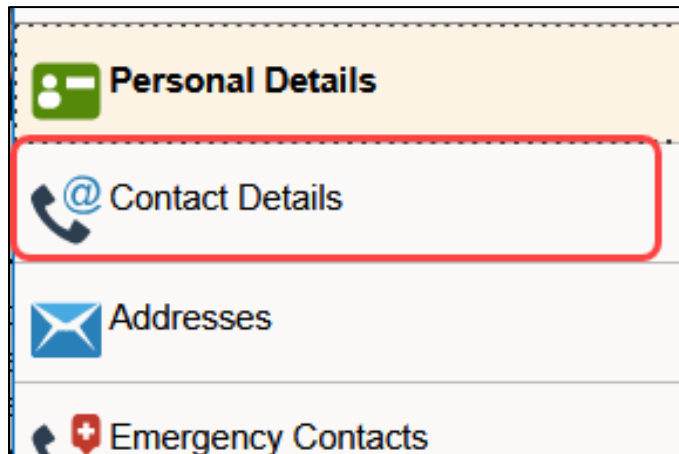
Contact Details

Where students can view and edit the contact details (email addresses and phone numbers) associated with their student record.

1. Log into the [UCDAccess](#) student portal and click the **Profile** icon in the Student Center.



2. In the left side navigation menu, click **Contact Details**.



Contact Details

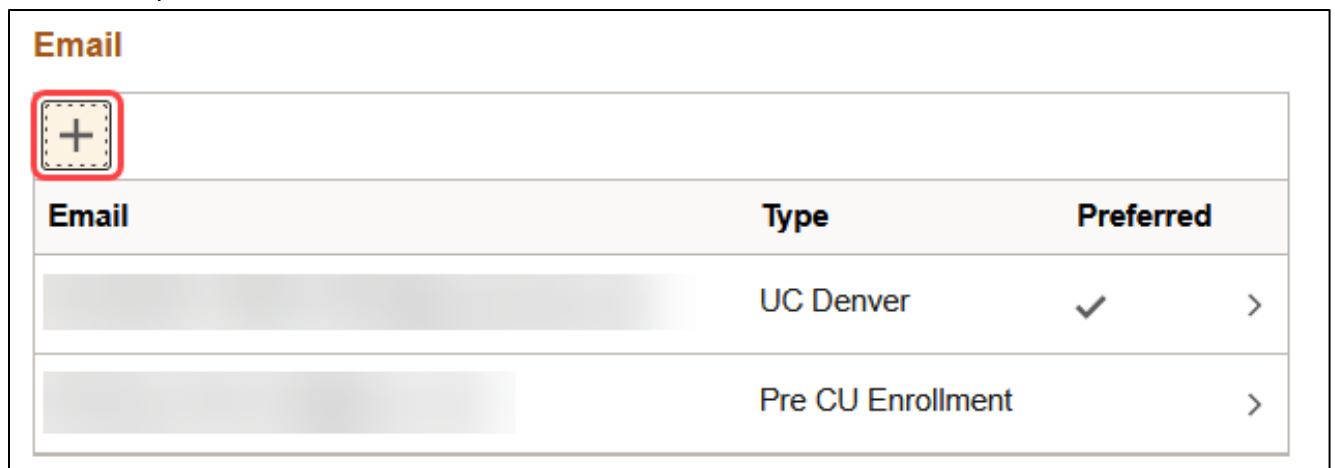
Email Addresses

Students can view all email addresses associated with their CU student record. However, only Parent, Pre CU Enrollment, and Post CU Enrollment email types can be added, edited, or deleted through the student portal.

Note: University issued email addresses are set as *Preferred* by default and cannot be changed.

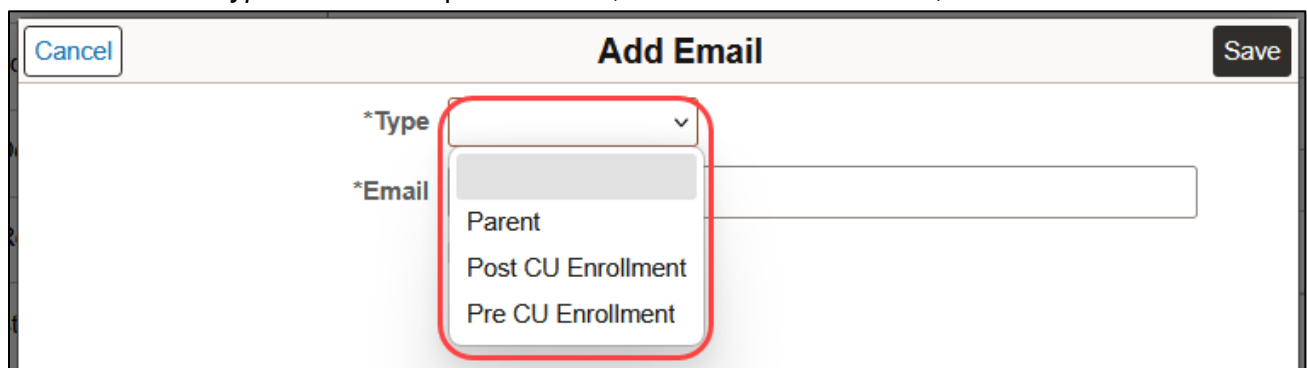
Add an Email Address

1. To add a Parent, Pre CU Enrollment, or Post CU Enrollment email address click **+** under the Email section to open the Add Email window.



Email	Type	Preferred
	UC Denver	✓
	Pre CU Enrollment	>

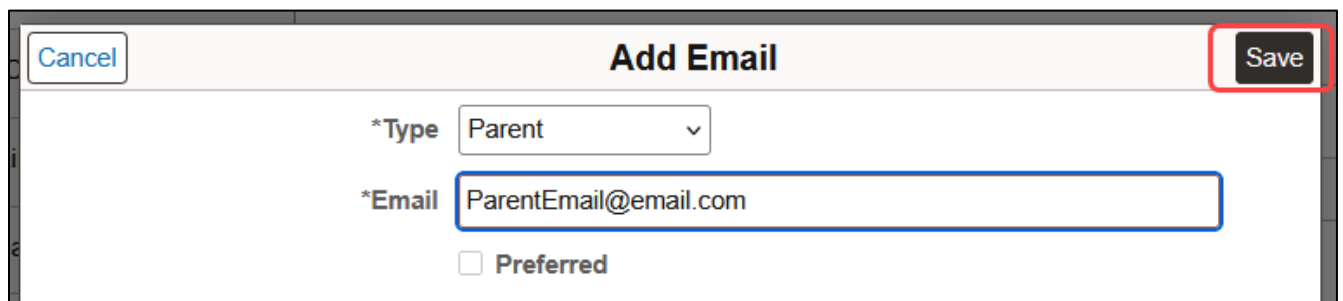
2. Select the *email type* from the dropdown menu, enter the email address, then click **Save**.



Add Email

*Type

*Email



Add Email

*Type

*Email

☐ Preferred

Contact Details

Note: Depending on the email types already defined on the student's record, the *email type* for a newly added email address will default to the remaining available type.

Cancel

Add Email

Save

Type Post CU Enrollment

*Email

☐ Preferred

Edit an Email Address

1. To edit an email address, click on the **email address** being edited to open the Edit Email window (Parent, Pre CU Enrollment, or Post CU Enrollment types only).

Email

+

Email	Type	Preferred
	UC Denver	✓ >
PreCUEnrollment@email.com	Pre CU Enrollment	>
ParentEmail@email.com	Parent	>

2. Make the necessary edits, then click **Save**.

Cancel

Edit Email

Save

Type Pre CU Enrollment

*Email

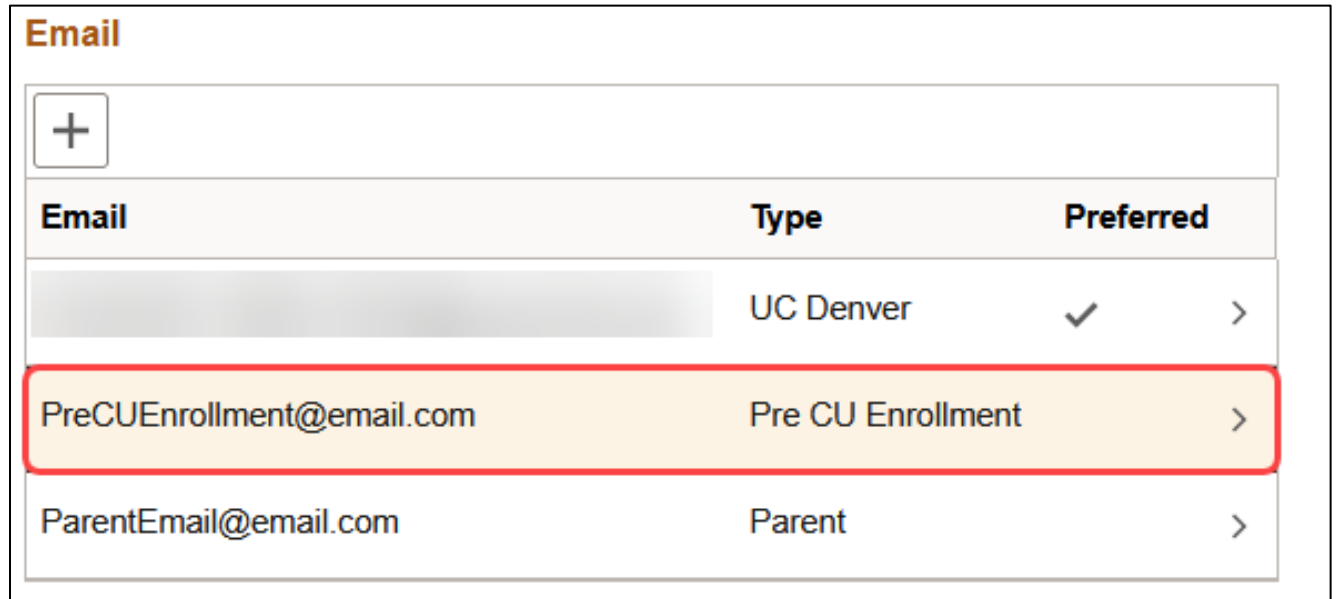
☐ Preferred

Delete

Contact Details

Delete an Email Address

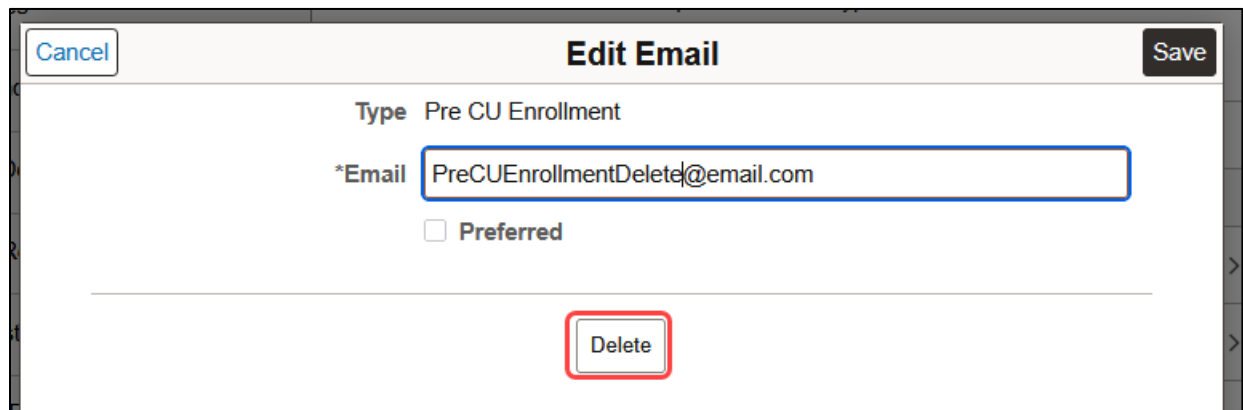
1. To delete an email address, click on the **email address** being deleted to open the Edit Email window (Parent, Pre CU Enrollment, or Post CU Enrollment types only).



Email

Email	Type	Preferred
	UC Denver	✓ >
PreCUEnrollment@email.com	Pre CU Enrollment	>
ParentEmail@email.com	Parent	>

3. Click **Delete**.



Edit Email

Cancel Save

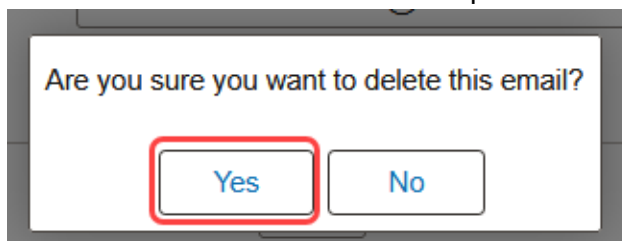
Type Pre CU Enrollment

*Email PreCUEnrollmentDelete@email.com

☐ Preferred

Delete

4. Click **Yes** to confirm the deletion request.



Are you sure you want to delete this email?

Yes No

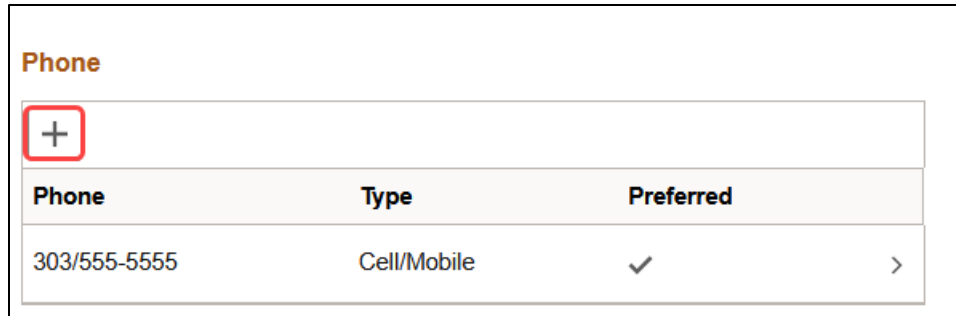
Contact Details

Phone Numbers

Students can view all phone numbers associated with their CU student record.

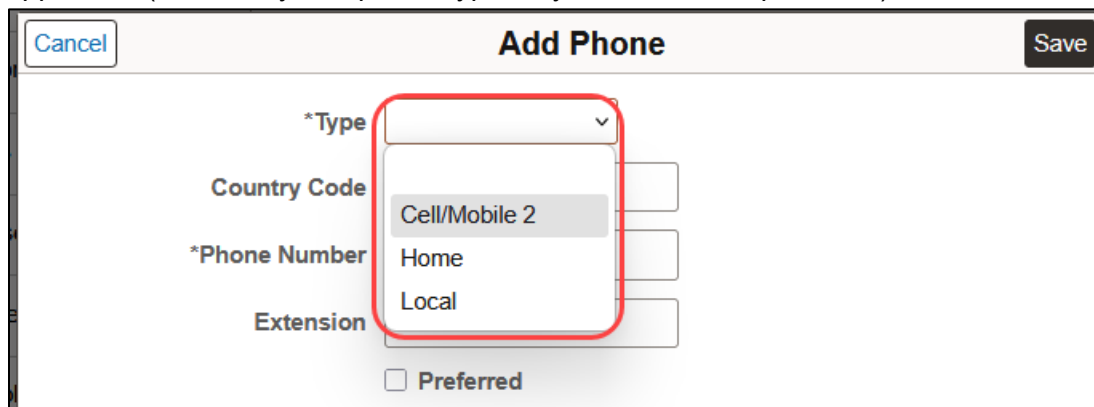
Add a Phone Number

1. To add a phone number, click **+** under the *Phone* section to open the Add Phone window.



Phone	Type	Preferred
303/555-5555	Cell/Mobile	✓

2. Choose a *Type* from the drop-down menu, enter the phone number, check the box next to *Preferred* if applicable (**Note:** only one phone type may be marked as preferred), then click **Save**.



Add Phone

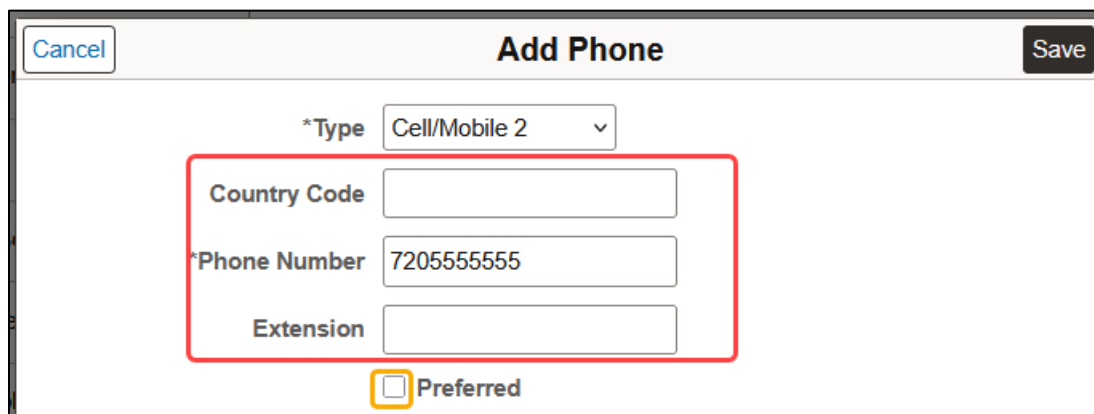
*Type

Country Code

*Phone Number

Extension

☐ Preferred



Add Phone

*Type

Country Code

*Phone Number

Extension

☐ Preferred

Contact Details

Cancel

Add Phone

Save

*Type

Cell/Mobile 2

Country Code

*Phone Number

7205555555

Extension

☐ Preferred

Note: Depending on the phone types already defined on the student's record, the *phone type* for a newly added phone number will default to the remaining available type.

Cancel

Add Phone

Save

Type

Local

Country Code

*Phone Number

Extension

☐ Preferred

Edit a Phone Number

1. To edit a phone number, click on the **phone number** being edited to open the Edit Phone window.

Phone

+

Phone	Type	Preferred	
303/555-5555	Cell/Mobile	✓	>
970/555-5555	Home		>
720/555-5555	Cell/Mobile 2		>

Contact Details

2. Make the necessary edits, then click **Save**.

Edit Phone

Type Cell/Mobile 2

Country Code 1

*Phone Number 720/555-5555

Extension

☐ Preferred

Delete a Phone Number

1. To delete a phone number, click on the **phone number** being deleted to open the Edit Phone window.

Phone

Phone	Type	Preferred
303/555-5555	Cell/Mobile	✓
970/555-5555	Home	
+1 720/555-5555	Cell/Mobile 2	

Note: Home and Local phone types cannot be deleted through the student portal.

2. Click **Delete**.

Edit Phone

Type Cell/Mobile 2

Country Code 001

*Phone Number 720/555-5555

Extension

☐ Preferred

Delete

Contact Details

3. Click **Yes** to confirm the deletion request.

Phone Number 720/555-5555

Are you sure you want to delete this phone number?

Yes No

Phone		
+		
Phone	Type	Preferred
303/555-5555	Cell/Mobile	✓ >
970/555-5555	Home	>

For questions or additional help with updating contact details, please contact the CU Anschutz Office of the Registrar at Registrar@CUAnschutz.edu.