


1. Log into CUNYfirst at <https://home.cunyfirst.cuny.edu> and select **Student Center**
2. In the *Personal Information* section (towards the bottom), click the **Other Personal** drop down and select **Phone Numbers** and click the  Go icon



**Personal Information**

[Emergency Contact Names](#)

other personal... 

**Contact Information**

[Home Address](#)      [Mailing Address](#)

300 Jay Street      300 Jay Street  
 Brooklyn, NY 11201-1909      Brooklyn, NY 11201-1909  
 Kings      Kings

3. Enter your phone numbers

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	718/260-5800			<input checked="" type="checkbox"/>	delete
Home	718/260-5000			<input type="checkbox"/>	delete

**ADD A PHONE NUMBER**

**SAVE**

4. You can also add additional numbers by selecting **Add A Phone Number**
5. Click on the **Preferred** check box next to the phone type you wish you to be reached at
6. Press **SAVE**
7. You will receive confirmation that it was successful