Verify and Update Phone Numbers and
Email Addresses in PeoplePortal

- Sign In to PeoplePortal at https://peopleportal.llu.edu
- Locate: Employee Self Service > Personal Information > Phone Numbers/Email Addresses

Definitions	
Phone Type	Describes the type of device or location to which a number is assigned such as: Home, Office, Cell, Pager
Preferred	A primary or preferred contact is assigned to one number and one email address. The preferred email contact is always set to an employee's work email and cannot be changed.
myLLU Viewable	Assigns visibility permission for phone numbers and email addresses **Hidden:** Emergency and administrative notification purposes only **Public:** May appear in public facing web pages **Secured:** Will appear on directory lookup or VIP, but not public facing web sites
Campus Emergency Notification	Selected phone numbers and email addresses to be used to send notification via Send Word Now in the event of a campus emergency.

- Review listed phone number(s)

- If numbers appear to be accurate, click **SAVE** to confirm

If PeoplePortal recognizes something improper with a listed number, a pop-up message will appear.

Message 1) "Phone not formatted correctly, must be 10 digits only – including area code"
PeoplePortal does not permit shortened numbers such as phone extensions, pager numbers, and numbers without area codes.

- Click **OK** to continue

- Enter number in the correct format and click **SAVE** (10 digits with no dashes or other characters)

Message 2) "A Phone Type has been inactivated (blank). Please delete and re-enter using an available Phone Type."
Previously, cell phones were listed in PeoplePortal with the Phone Type = MOBP (Mobile Phone). MOBP has been replaced with:

- ¤ Cell with Texting – cell phones that can receive text messages
- ¤ Cell No Texting – cell phones that cannot receive text messages

---

- Click **OK**

- Click **Delete** to remove the number

- Select **Add a Phone Number** to re-add

Phone Numbers

Delete Confirmation

? Are you sure you want to delete Phone Number (MOBP)?

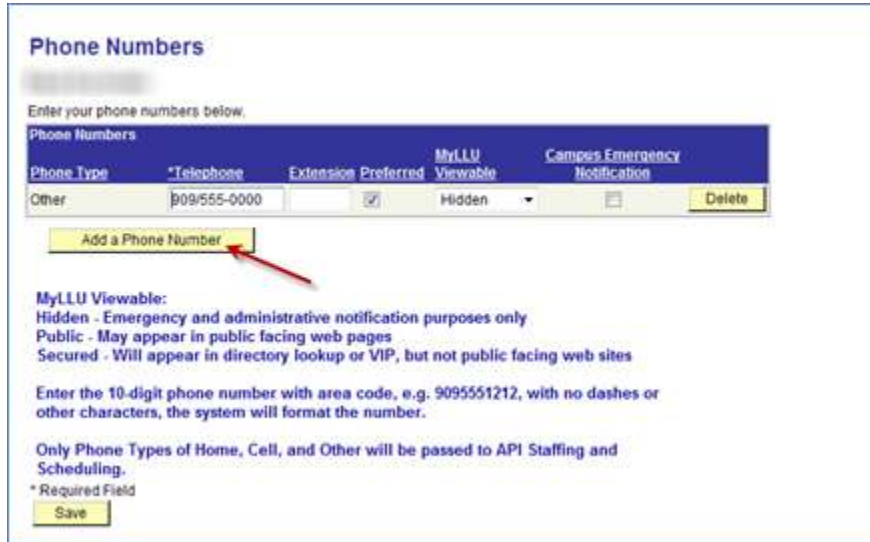[Yes - Delete] [No - Do Not Delete]

If the following pop-up appear:

- Click **OK**

- Select or add another phone number

- Check the **Preferred** column to make it the preferred number

- Resume deleting the number that is missing **Phone Type**

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	MyLLU Viewable	Campus Emergency Notification	
	909/555-1212		☑	Hidden ▼	☑	Delete
Other	909/555-0000		☐	Hidden ▼	☐	Delete

[Add a Phone Number]

⚠ You cannot delete the preferred phone.
You must designate a new preferred phone before deleting this phone.

[OK]

MyLLU Viewable:
Hidden - Emergency and administrative notification purposes only
Public - May appear in public facing web pages
Secured - Will appear in directory lookup or VIP, but not public facing web sites

Enter the 10-digit phone number with area code, e.g. 9095551212, with no dashes or other characters, the system will format the number.

Only Phone Types of Home, Cell, and Other will be passed to API Staffing and Scheduling.
* Required Field
[Save]

- Select **Add a Phone Number**

- Using the drop down feature, select the appropriate **Phone Type**

- Enter **Telephone** number with no dashes or other characters

- Enter **Extension** if appropriate

- Select **Preferred** if appropriate

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	MyLLU Viewable	Campus Emergency Notification	
Other	909/555-0000		☑	Hidden ▼	☐	Delete

[Add a Phone Number]

MyLLU Viewable:
Hidden - Emergency and administrative notification purposes only
Public - May appear in public facing web pages
Secured - Will appear in directory lookup or VIP, but not public facing web sites

Enter the 10-digit phone number with area code, e.g. 9095551212, with no dashes or other characters, the system will format the number.

Only Phone Types of Home, Cell, and Other will be passed to API Staffing and Scheduling.
* Required Field
[Save]

- Choose **myLLU Viewable** setting

- Select **Campus Emergency Notification** if desired

- Click **SAVE**

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	MyLLU Viewable	Campus Emergency Notification	
Other	909/555-0000		☑	Hidden ▾	☐	Delete
▾			☐	▾	☐	Delete

2-way Pager Work
Cell No Texting
Cell With Texting
Home
International
Office Assistant
Office DID
Office Extension
Office Fax
Office Main
Office2 Assistant
Office2 DID
Office2 Extension
Office2 Fax
Office2 Main
Other2
Pager Work

...cy and administrative notification purposes only
...ear in public facing web pages
...pear in directory lookup or VIP, but not public facing web sites

...phone number with area code, e.g. 9095551212, with no dashes or
...the system will format the number.

...s of Home, Cell, and Other will be passed to API Staffing and

Phone Numbers

Enter your phone numbers below.

Phone Type	*Telephone	Extension	Preferred	MyLLU Viewable	Campus Emergency Notification	
Other	909/555-0000		☑	Hidden ▾	☐	Delete
Cell With Texting ▾	909/555-1212		☐	Hidden ▾	☑	Delete

Add a Phone Number

MyLLU Viewable:
Hidden - Emergency and administrative notification purposes only
Public - May appear in public facing web pages
Secured - Will appear in directory lookup or VIP, but not public facing web sites

Enter the 10-digit phone number with area code, e.g. 9095551212, with no dashes or
other characters, the system will format the number.

Only Phone Types of Home, Cell, and Other will be passed to API Staffing and
Scheduling.
* Required Field

Save

Confirmation is received and changes are saved once the **Save Confirmation** screen appears

Phone Numbers

Save Confirmation

✔ The Save was successful.

OK

Note: The **Preferred** and **Campus Emergency Notification** selection cannot be deleted from an employee's campus email address

• Review listed email address(es) • If email addresses appear to be accurate, click **SAVE** to confirm	
Confirmation is received and changes are saved once the **Save Confirmation** screen appears	
To add an additional email address (if desired): • Select **Add an Email Address** • Follow the same steps as adding a phone number • Click SAVE when finished	