

Entering your phone numbers in PAWS

- ▶ *In order to maintain your F-1 visa status, you are required to have a current phone number on file.*
- ▶ *Follow the steps in this document to update your information in PAWS.*
- ▶ *If you do not have a U.S. phone number yet, make sure you update PAWS as soon as you have one.*

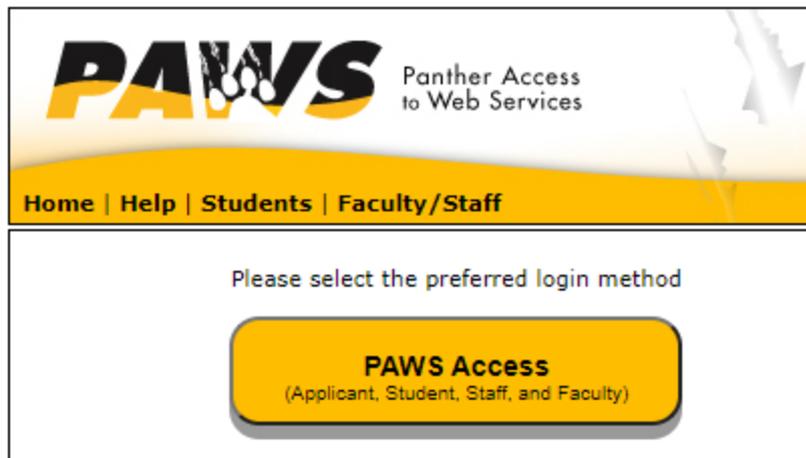
Steps to update your phone numbers in PAWS

- ▶ *Step 1: Log in to PAWS*
- ▶ *Step 2: Click on the “Mailing” text above your phone number*
- ▶ *Step 3: Edit and Save your phone numbers*

See the following slides for screenshots and detailed instructions on each step.

Step 1: Log in to PAWS

- ▶ Open www.uwm.edu/paws
- ▶ Click on the “PAWS Access” button
- ▶ Log in with your UWM ePanther ID and Password



Step 2: Click on the “Mailing” button above your phone number

- ▶ On your landing page, find the “Personal Information” section
- ▶ Click on the “Mailing” button above your phone number (under your mailing address) to update your phone number

Personal Information

Demographic Data
Emergency Contact
Student Information Release Names
User Preferences
Voter ID Enrollment Letter

other personal... »

Contact Information

Mailing 123 E Main St Waukesha, WI 53186-5016 Waukesha	Home 43 Arcus St Whangarei
Mailing [Redacted]	Campus JLZABEL@UWM.EDU

Yes No

Restrict Contact Information:
Change Contact Restriction

Step 3: Edit and Save your phone numbers

- ▶ *When redirected to the next page, you will see multiple phone numbers.*

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type		*Telephone	Ext	Country	Preferred	
BUSN	Business	[REDACTED]			<input type="checkbox"/>	delete
CELL	Mobile	[REDACTED]			<input type="checkbox"/>	delete
MAIL	Mailing	[REDACTED]			<input checked="" type="checkbox"/>	delete

ADD A PHONE NUMBER

SAVE

* Required Field

Step 3: Edit and Save your phone numbers

- ▶ *Review your listed phone numbers*
- ▶ *Edit, delete, and choose your preferred phone number*
 - ▶ *Your MAILING phone number should be a U.S. phone number and marked as your preferred phone number.*
 - ▶ *Only enter the number of your phone number, no special characters (special characters include + or -)*
- ▶ *Click the “Save” button*

Make sure to update your Phone numbers in PAWS when any changes are made.