**HOW TO ADD/UPDATE MOBILE NUMBER - ACCESSPOINT**

**Step 1:** Login to accessPoint

**Step 2:** You should be on Student Home

**Step 3:** Click/tap on the Profile tile

**Step 4:** Click/tap on Contact Details

**Step 5:** Follow the prompts to add/update your mobile phone number. Note: The phone number you enter will be uploaded into the campus emergency notification system, Pointer Alerts.

**Notice:**
The University of Wisconsin–Stevens Point utilizes Pointer Alerts to send critical safety information and will never use it to advertise or spam. Keep in mind that the service is offered on a best-effort basis. Cellular technology is continuously evolving; there are many factors that could prevent a text message from reaching your phone.

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