Step 1: Logon to myPoint

Step 2: Click on Administrative tab

Step 3: Click on My UW System (Earning, Leave and Benefit Statements)

Step 4: Select University of Wisconsin-Stevens Point from the drop down menu

Step 5: Click Go

Step 6: Enter your UWSP Logon ID and Password that you use to logon to myPoint

Step 7: Click Login

Step 8: Click on the Personal Information tile

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Revised: 1/4/2019

Step 9: Click on Update my personal information

Step 10: Click on Contact details

Step 11: Click on a phone number to edit an existing number or click on the plus sign to add a mobile phone number

Step 12: Select Mobile

Step 13: Add phone number with area code

Step 14: Click Save