 How Do I?

Find a Student's Phone Number

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9 using your **first initial and last name** as your user ID.
   Remember to use CAPS when entering your User ID.

2. Select Campus Community>Personal Information > Biographical > Addresses/ Phones > Phones.

3. Enter the student's W number in the ID field.
   Make sure you do not enter a w before the number.

4. Click the **Search** button.
   *The student's phone number(s) will display. If the phone number(s) do not display, return to the previous page by selecting the **Back** button on your browser. Enter the student's last name in the **Last Name** field, and first name in the **First Name** field. Click the **Search** button. In the Search Results List, click on choice. The student's phone number should display.*

5. If desired, click the **Return to Search** button to search for the phone number of another student.

6. Sign Out of PeopleSoft when you are finished.