

# Mobile (HCX) - Contact Information

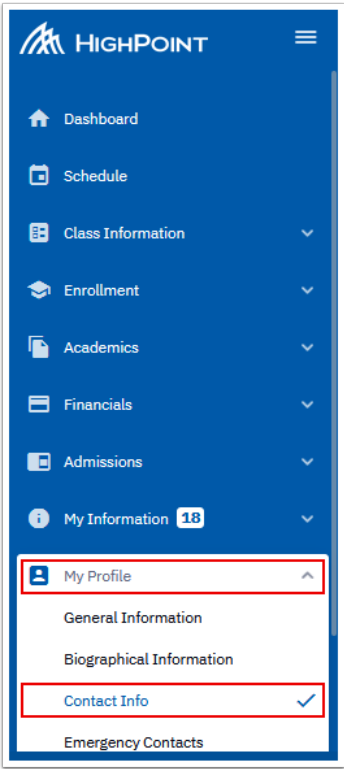
**Purpose:** Use this document as a reference for reviewing contact information from the My Profile menu in the Mobile application.

**Audience:** Students.

The college mobile applications will look a bit different between the various colleges. This guide is intended as a general overview. Please note that your college may have different images and options available.

## Contact Information

1. Log into **HCX**.
2. Select the **My Profile** menu on the sidebar navigation.
3. Select the **Contact Info** menu item.



4. The **Contact Info** page displays to the right.
5. In the **Addresses** section, select the **pencil** icon to update your address.

Contact Info

General Info

Biographical Info

Contact Info

Emergency Contacts

Addresses

Add Future Address

Add Address

Home :

2271 Williams HI Spokane Valley, WA 99206-8416 Spokane

Phones

Add Phone Number

Home: **PREFERRED**

360/556-1212

Emails

Add Email

Home: **PREFERRED**

201000042.HOME@test.com

6. The **Home Address** fields display.
7. Edit the address.
8. Select the **Save** button.

Addresses

Add Future Address

Add Address

HOME ADDRESS:

Country: \*

United States

Address 1:

2271 Williams Court

Address 2

Address 3

City:

Spokane Valley

State:

Washington

Postal:

99206-8416




County:

Spokane



Cancel

Save




9. The **Address** is now updated.
10. In the **Phones** section, select the **pencil** icon to update your phone number.

General Info	Biographical Info	Contact Info	Emergency Contacts
<div>Addresses <span>Add Future Address ▾</span> <span>Add Address ▾</span></div> <div>Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane </div>			
<div>Phones <span>Add Phone Number ▾</span></div> <div>Home: <b>PREFERRED</b> 360/555-1212 </div>			
<div>Emails <span>Add Email ▾</span></div> <div>Home: <b>PREFERRED</b> 201000042.HOME@test.com </div>			

11. The **Phone** fields display for editing.
12. Update the phone number.
13. Select the **Save** button.

General Info	Biographical Info	Contact Info	Emergency Contacts
<div>Addresses <span>Add Future Address ▾</span> <span>Add Address ▾</span></div> <div>Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane </div>			
<div>Phones <span>Add Phone Number ▾</span></div> <div> <div>PHONE:</div> <div> <input type="text" value="Country Code"/> <input type="text" value="Phone:* 360/555-5555"/> <input type="text" value="Extension"/> </div> <div> <input checked="" type="checkbox"/> Make this phone preferred         </div> <div> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </div> </div>			
<div>Emails <span>Add Email ▾</span></div> <div>Home: <b>PREFERRED</b> 201000042.HOME@test.com </div>			

14. The **Phone** number is now displayed.
15. Under the **Emails** section, select the **pencil** icon to update your email address.

General Info	Biographical Info	Contact Info	Emergency Contacts
<div>Addresses <span>Add Future Address ▾</span> <span>Add Address ▾</span></div> <div>Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane </div>			
<div>Phones <span>Add Phone Number ▾</span></div> <div>Home: <b>PREFERRED</b> 360/555-5555 </div>			
<div>Emails <span>Add Email ▾</span></div> <div>Home: <b>PREFERRED</b> 201000042.HOME@test.com </div>			

16. The **Email** fields display to edit.
17. Update the email address.
18. Select the **Save** button.

Emails Add Email ▾

EMAIL:

Email: 201000042.work@test.com

☒ Make this email preferred


Cancel

Save

19. The **Email** is updated.
20. All **Contact Info** is now updated.

General Info	Biographical Info	Contact Info	Emergency Contacts
<div>Addresses<div>Add Future Address Add Address</div><div>Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane</div></div>			
<div>Phones<div>Add Phone Number</div><div>Home: <b>PREFERRED</b> 360/555-5555</div></div>			
<div>Emails<div>Add Email</div><div>Home: <b>PREFERRED</b> 201000042.work@test.com</div></div>			

21. You have successfully updated the contact info in the mobile app.
22. Process complete.

 Please get in touch with your college if you require immediate assistance with ctclink. [Check out the contact information and highlights for each community and technical college.](#)