

# Mobile (HCX) - Contact Information

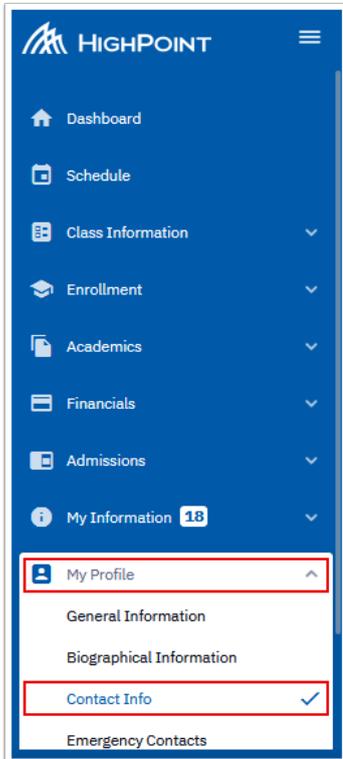
**Purpose:** Use this document as a reference for reviewing contact information from the My Profile menu in the Mobile application.

**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** 360/555-1212 

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
<b>Addresses</b> <span style="float: right;">Add Future Address ▾ Add Address ▾</span>			
Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane 			
<b>Phones</b> <span style="float: right;">Add Phone Number ▾</span>			
Home: <b>PREFERRED</b> 360/555-1212 			
<b>Emails</b> <span style="float: right;">Add Email ▾</span>			
Home: <b>PREFERRED</b> 201000042.HOME@test.com 			

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
<b>Addresses</b> <span style="float: right;">Add Future Address ▾ Add Address ▾</span>			
Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane 			
<b>Phones</b> <span style="float: right;">Add Phone Number ▾</span>			
<b>PHONE:</b>			
Country Code	Phone:* 360/555-5555	Extension	
<input checked="" type="checkbox"/> Make this phone preferred			
Cancel		Save	
<b>Emails</b> <span style="float: right;">Add Email ▾</span>			
Home: <b>PREFERRED</b> 201000042.HOME@test.com 			

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
<b>Addresses</b> <span style="float: right;">Add Future Address ▾ Add Address ▾</span>			
Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane <span style="float: right;">✎</span>			
<b>Phones</b> <span style="float: right;">Add Phone Number ▾</span>			
Home: <b>PREFERRED</b> 360/555-5555 <span style="float: right;">✎</span>			
<b>Emails</b> <span style="float: right;">Add Email ▾</span>			
Home: <b>PREFERRED</b> 201000042.HOME@test.com <span style="float: right;">✎</span>			

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

**Emails** Add Email ▾

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**EMAIL:**

Email:

Make this email preferred

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

General Info	Biographical Info	Contact Info	Emergency Contacts
<p><b>Addresses</b> <span style="float: right;">Add Future Address ▾ Add Address ▾</span></p> <hr/> <p>Home : 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane </p>			
<p><b>Phones</b> <span style="float: right;">Add Phone Number ▾</span></p> <hr/> <p>Home: <b>PREFERRED</b> 360/555-5555 </p>			
<p><b>Emails</b> <span style="float: right;">Add Email ▾</span></p> <hr/> <p>Home: <b>PREFERRED</b> 201000042.work@test.com </p>			

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.](#)