

CENSUS: How to Change a Person's Phone Number *Index/Census/People*

Scenario: Dad's Phone Number Changed.

1. Go to *Index/Census/People*. Do a Search for the Parent/Guardian: *Search/All People*.

The screenshot shows the Infinite Campus search interface. On the left, the 'Search' button is circled in green. Below it, a dropdown menu is set to 'All People' (circled in green), and the search term 'whomever' is entered in the text box. A red '1' is next to the dropdown. A 'Go' button is to the right. Below the search bar, 'Search Results: 1' is shown. At the bottom of the search results, 'Whomever, Dad' is selected and circled in green, with a red '2' next to it. On the right, the person's profile is displayed. The 'Demographics' tab is selected and circled in green, with a red '3' next to it. The profile shows 'Whomever, Dad' with a gender of 'M'. Below the tabs are buttons for 'Save', 'Delete', and 'Person Summary'. The 'Person Information' section shows fields for PersonID (314744), Last Name (Whomever), First Name (Dad), Gender (Male), Birth Date, and Soc Sec Num.

2. Select the Person.
3. Go to the person's **Demographics** tab.
4. Scroll down to the Personal Contact Information area, and change their phone number.

The screenshot shows the 'Personal Contact Information' section of the person's profile. The 'Person GUID' field is redacted with a black box and has a red '4' next to it. Below it, the 'Personal Contact Information' section is highlighted with a green oval. It contains four rows of phone number fields, each with a 'Private' checkbox to its right. The first row is 'Other Phone' with a format of '(999) 999-9999 x'. The second row is 'Cell Phone' with a format of '() - x'. The third row is 'Work Phone' with a format of '() - x'. The fourth row is 'Pager' with a format of '() - x'. Each 'Private' checkbox is currently unchecked.

5. Save.

Note: Phone number history is not saved when changed.