

Encom: Updating Phone Number

1. Log into Encom

The screenshot shows the Encom HCOS interface. The top navigation bar includes 'Encom' and 'HCOS' on the left, and 'Signed in as' followed by a user profile icon on the right. Below the navigation bar, there are several menu items: 'Enroll New Student', 'Student Lists', 'Additional Resources', 'Curriculum Resources', 'My Contact Information', and 'Tuition'. The main content area is titled 'Active Term Student List'. It contains two sections: 'Student List Description' and 'No Students'. The 'Student List Description' section has an information icon and text explaining that the page shows a list of currently registered students, with links to view 'future term students' and 'past grades'. The 'No Students' section has an information icon and text stating 'No students are available to show in this list.'

2. Go to My Contact information

This screenshot is identical to the one above, showing the Encom HCOS interface. The 'My Contact Information' menu item in the top navigation bar is circled in red, and a red arrow points to it from the right side of the page.

3. Update Phone Number to be able to receive text messages

The screenshot shows the 'My Contact Information' page in the Encom HCOS system. The page is titled '- Contact Information' and contains two main sections: 'Information' and 'Home Address'. The 'Information' section includes fields for First Name, Last Name, Email Address (with a confirmation prompt), Occupation, Phone Number, Cell Number, and Fax Number. The 'Home Address' section includes fields for Home Address, City, and Province/State (with a dropdown menu). A red circle highlights the 'Cell Number' field, and a red arrow points to it from the right side of the page.

Field	Value
First Name	[Redacted]
Last Name	[Redacted]
Email Address	[Redacted]
Occupation	[Redacted]
Phone Number	[Redacted]
Cell Number	[Redacted]
Fax Number	[Redacted]
Home Address	[Redacted]
City	[Redacted]
Province/State	Other (fill in below)

Revision #2

Created 16 May 2025 17:02:56 by Caitlin Village

Updated 5 September 2025 15:24:28 by Caitlin Village