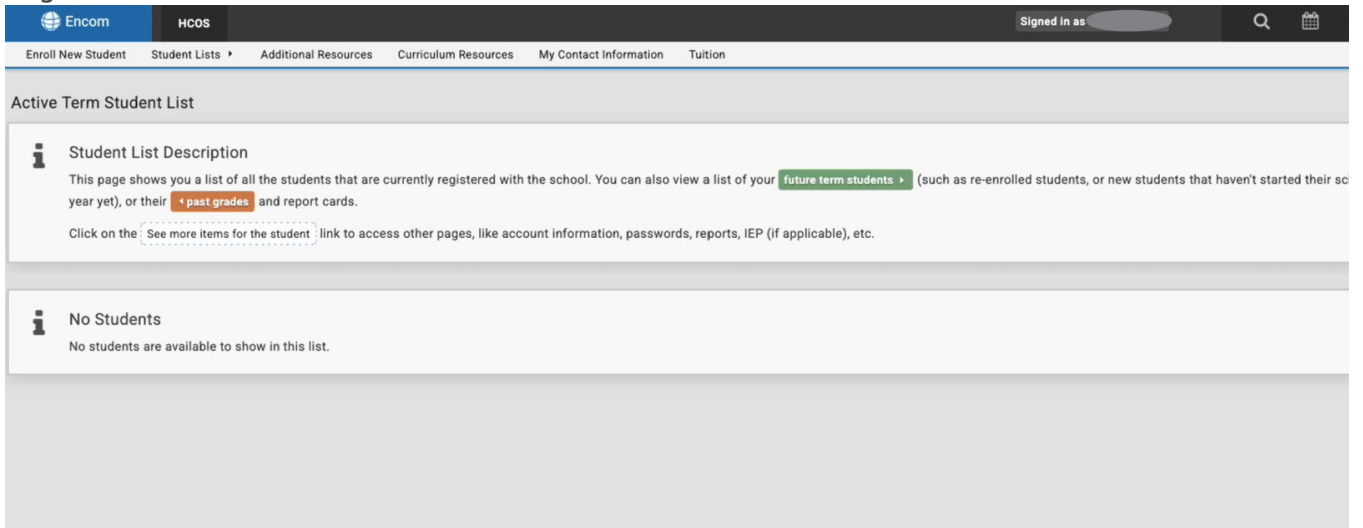
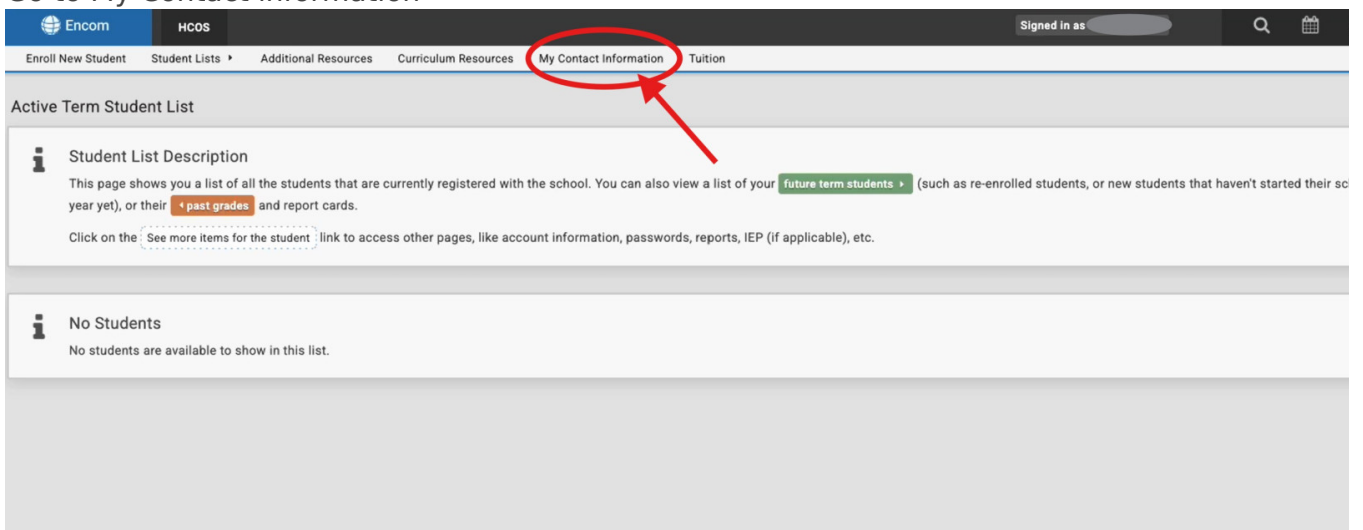


Encom: Updating Phone Number

1. Log into Encom



2. Go to My Contact information



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 has a dark header with the Encom logo and 'HCOS' text. A navigation bar below the header contains links: 'Enroll New Student', 'Student Lists', 'Additional Resources', 'Curriculum Resources', 'My Contact Information' (which is highlighted), and 'Tuition'. The main content area is titled '- Contact Information' and is divided into two sections: 'Information' and 'Home Address'.

The 'Information' section contains the following fields:

- First Name ***: A text input field.
- Last Name ***: A text input field.
- Email Address ***: Two text input fields for email confirmation, with a note: *(Please confirm the address by entering it a second time)*.
- Occupation**: A text input field.
- Phone Number ***: A text input field.
- Cell Number**: A text input field, which is circled in red with an arrow pointing to it.
- Fax Number**: A text input field.

The 'Home Address' section contains the following fields:

- Home Address ***: A text input field.
- City ***: A text input field.
- Province/State ***: A dropdown menu with the option 'Other (fill in below)' selected.

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