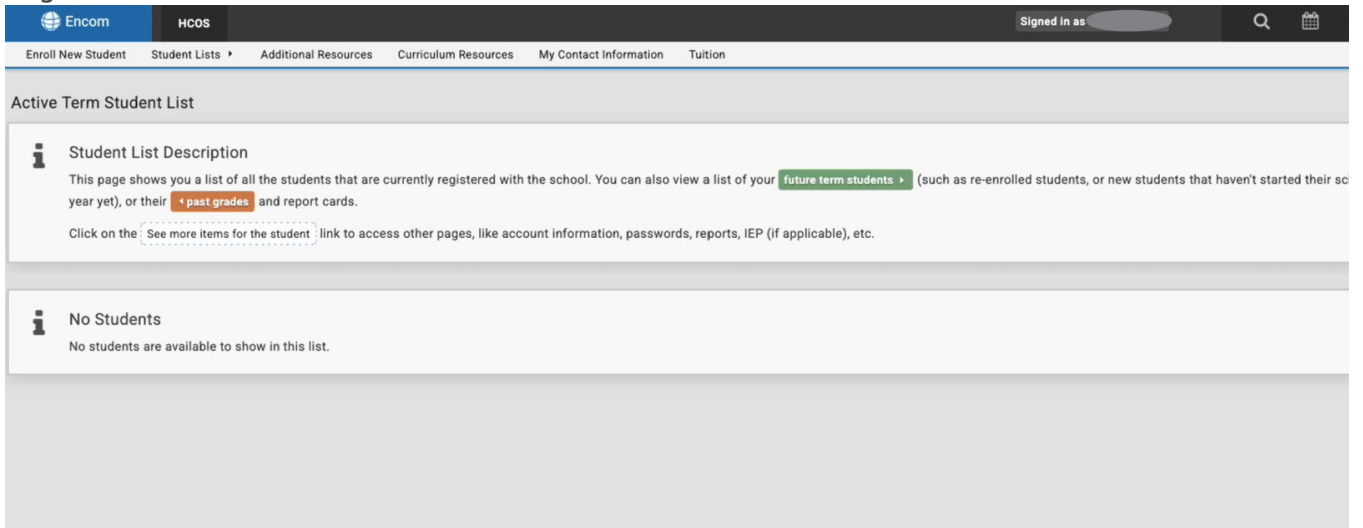
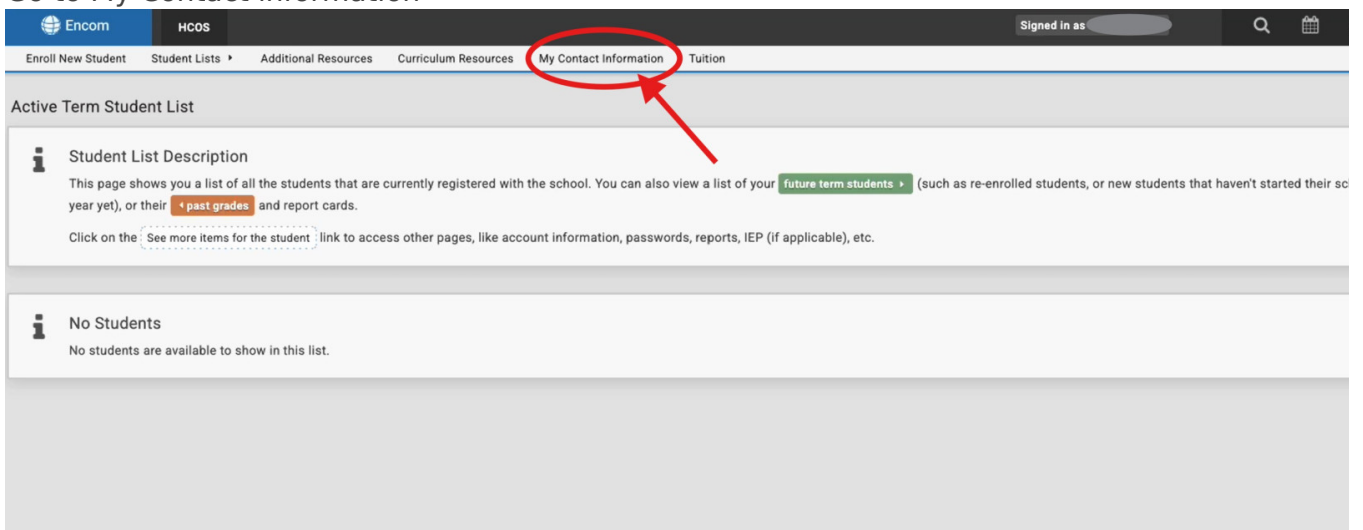


Encom: Updating Phone Number

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. Below the header is a navigation bar with 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'.

Information Section:

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

Home Address Section:

- Home Address ***: Text input field.
- City ***: Text input field.
- Province/State ***: Dropdown menu with 'Other (fill in below)' selected.

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