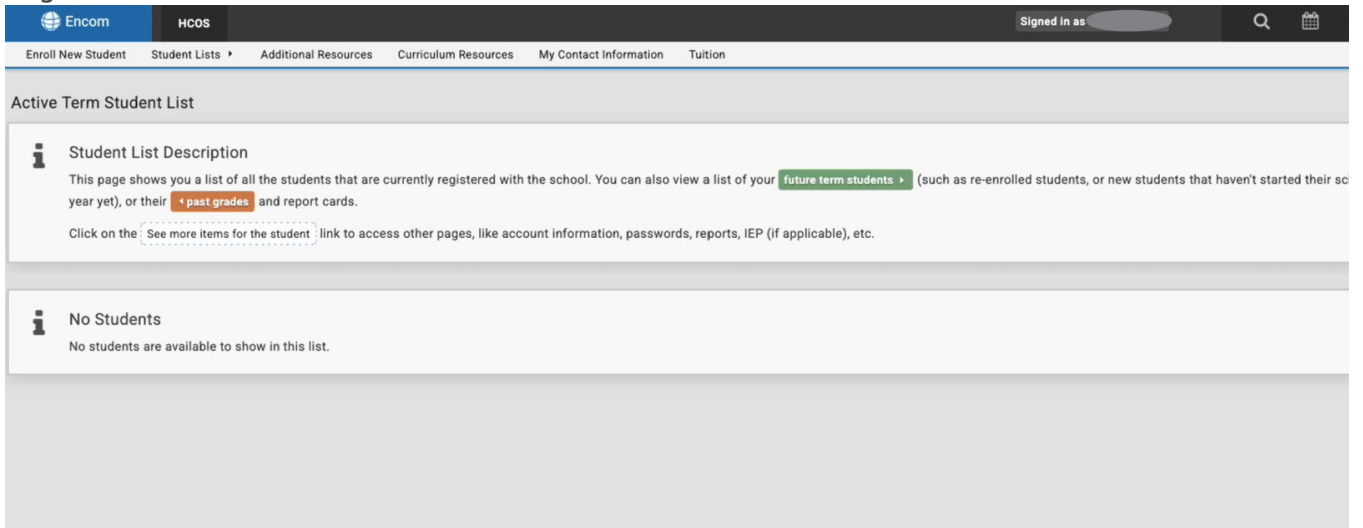
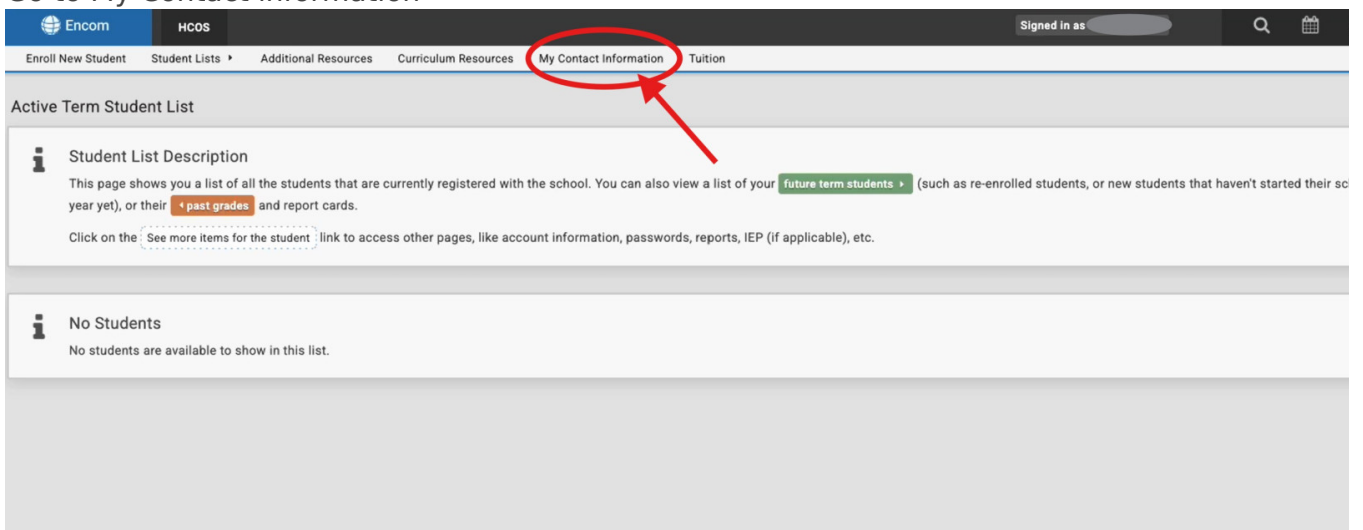


Encom: Updating Phone Number

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 contains two 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 'Cell Number' field is circled in red, and a red arrow points to it from the right. The 'Home Address' section includes fields for 'Home Address', 'City', and 'Province/State' (with a dropdown menu).

Encom HCOS Signed in as [User Name]

Enroll New Student Student Lists Additional Resources Curriculum Resources My Contact Information Tuition

- Contact Information

Information

First Name *

Last Name *

Email Address *

Occupation

Phone Number *

Cell Number *

Fax Number

Home Address

Home Address *

City *

Province/State *

Other (fill in below)

Revision #2

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