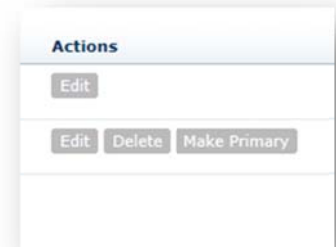




## Updating Contact Information

1. Go to <https://nia.ni.edu>
2. Log in with your NI username and password.
3. Go to the **My Profile** tab.
4. Click **Phone Numbers**.
5. To update information, you have several options:
  - a. **Edit:** correct typing errors or the type of phone.
  - b. **Delete:** get rid of numbers that you no longer use.
  - c. **Make Primary:** label a number as your primary means of contact.
  - d. **Add a Phone Number:** add a new number.



6. When entering a Campus Work Extension for the phone type, make sure to only put the four-digit extension number, not the entire Northland number.