



Contact Information App

Purpose

The purpose of the **Contact Information App** is to supply the functionality where a person can update their:

- Cell phone number
- Telephone numbers
- Email Addresses (students only)

Steps for employees

1. Sign into the **Contact Information App**.
2. Provide the following information:
 - Cell phone Number – this is the cell phone number of the employee.
 - Telephone Number (Work) – this field is automatically populated and cannot be changed in this App.
 - Telephone Number (Home) – this is the home telephone number of the employee. The “Remove Number” button is for the removal of this specific telephone number only, and will take effect when clicking on Submit.
 - Email Address – this is the GroupWise email address of the employee and cannot be changed.

For telephone numbers, select the country to the left of each number.

3. When done, click on Submit. Your information will be updated accordingly.

Steps for students

1. Sign into the **Contact Information App**.
2. Provide the following information:
 - Cell phone Number – this is the cell number of the student.
 - Telephone Number (Work) – this is required for postgraduate students and is their work number (if applicable).
 - Telephone Number (Home) – this is the home telephone number of the student. The “Remove Number” button is for the removal of this specific telephone number only, and will take effect when clicking on Submit.
 - Telephone Number (Account) – this is the number of the person responsible for paying the student account.
 - Email Address – this is the email address of the student.
 - Email Address for Account Purposes - this is the email address of the person responsible for paying the student account.

For telephone numbers, select the country to the left of each number.

When changing an email address, you will be prompted to verify the email address by re-typing it in the field that will be provided.

3. When done, click on Submit. Your information will be updated on the NWU student system.

Need help?

The **Contact Information App** is available from the DIY Services Portal. Open the browser and navigate to <http://www.nwu.ac.za>. Click on the “DIY Services” link in the page footer.

Sign in with your NWU number and network password. Click on the “Undergraduate Students”, or “Postgraduate”, or “Staff” link at the top of the page, just below the page header. Click on the **Contact Information App** icon.

To sign out, click on the “Logout” button in the page header.

For help regarding the **Contact Information App**, contact Francois Conradie at 018 299 4882 or send an email to 12324159@nwu.ac.za.