

Instructions to Add Cell Phone Number to Your Penn Directory Information

1. Navigate to <https://www.upenn.edu/directories>
2. Select **Update Directory** Listings and sign in with your pennkey/password. Click on **I Agree** to the usage statement.
3. On the **Manage Penn Profile** tab, if your cell number is not displayed in your profile, click **Edit** next to your work number.



▼ My Penn Search Result

This is the information about you that first appears in response to a search in the Penn View.

Name	Affiliation - Title/major Organization
Tenney, Nicole M	Staff - IT PROJECT LEADER ISC-VP and Administration

▼ My Penn Details

This is the information that appears when someone selects your name from a list of search results in

edit	Nicole M Tenney
edit	IT PROJECT LEADER, ISC-VP and Administration (Staff)
edit	Work: 215-573-8752
edit	ntenney@isc.upenn.edu

4. Click the dropdown menu and select **Cell** for the Type. Input your cell phone number in the text box.
!! NOTE !! You must add your cell number even if it exists as your Home number.

Display in My Penn Details

Can be seen by those with an active affiliation with the University-Requires Pennkey/password log in

Display as My Search Results

Public view can be seen by anyone with access to the Internet

To conceal an entry, make sure the checkbox and radio button to the left of that entry are unselected (empty)

Display in My Penn Details?		Display as My Search Result?		Type	Phone Number	ext.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work	215-573-8752	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work	215-573-8752	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work	215-555-1234	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home (Current)	215-555-1234	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cell	215-555-1234	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work		

5. Once you have your information added, click **Submit**.