

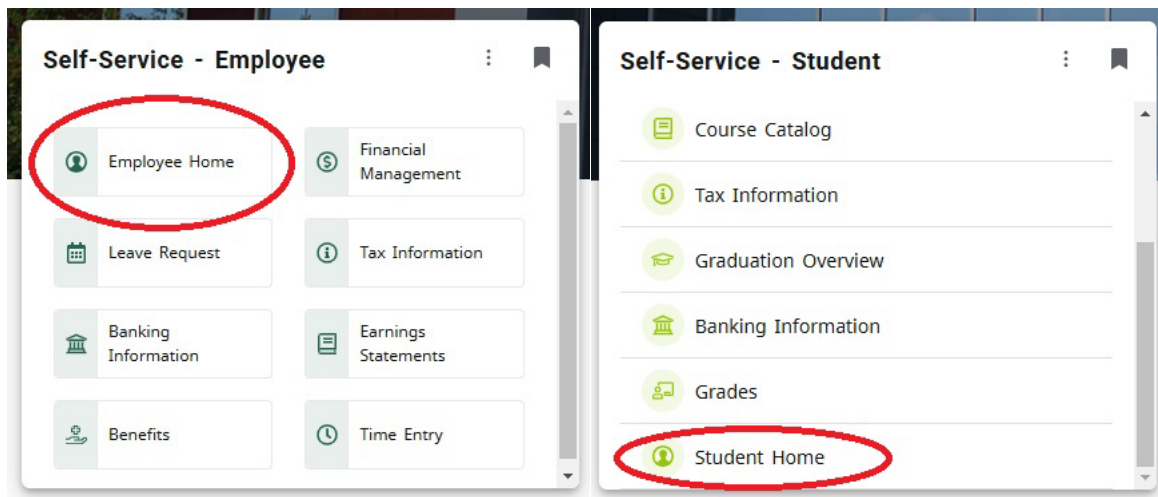
How to update your cell phone number in Kishwaukee College Self-Service

Step 1

Log in to your myKish account at <https://experience.elluciancloud.com/kc41/>

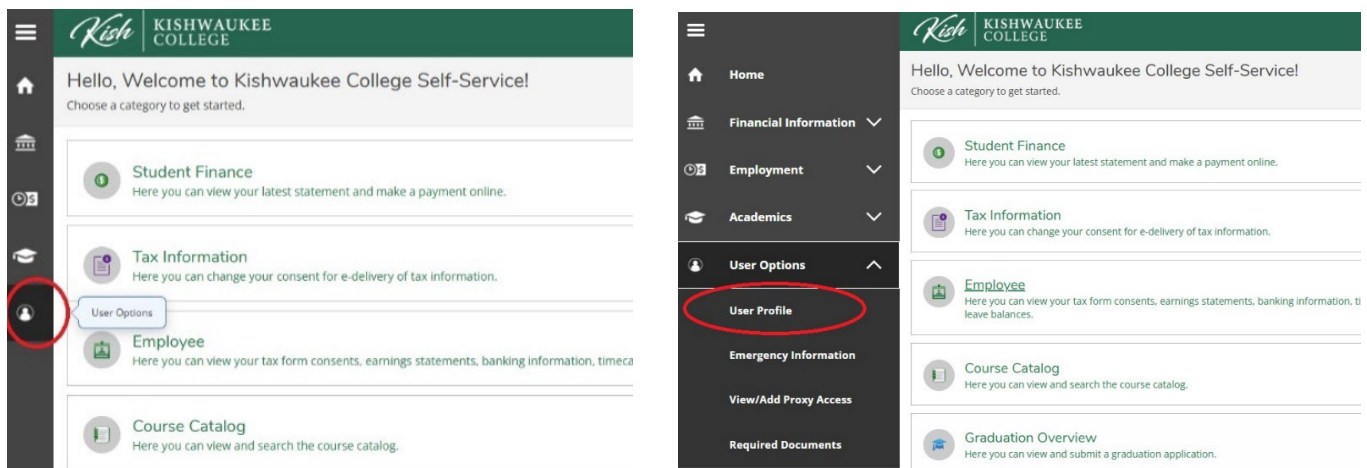
Step 2

Locate your respective Self-Service card in myKish. There is a card for Employees and a card for Students. Select "Employee Home" or "Student Home" on your card.



Step 3

In Kishwaukee College Self-Service, locate the "User Options" tab in the lefthand menu and select "User Profile."





Step 4

Scroll down to the “Phone Numbers” section and check if your preferred phone number is listed and accurate. If so, please select “Confirm” to ensure your records are up to date. Otherwise, you can add, edit or remove your phone number (see below for specifics).

Phone Numbers

i Last Confirmed On: 1/23/2025
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type	Remove or Edit
815-----	Cell Phone	 
815-----	College Phone	



Step 4a — Adding your phone number

In the “Phone Numbers” section of your user profile, select “Add New Phone.” A prompt to “Enter Phone Details” will appear. Enter the cell phone number you wish to have on record. Make sure you select “Cell Phone” under the “Type” option. Then, select “Add Phone.”

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+ Add New Phone

Phone Number	Type	Remove or Edit
815-----	Cell Phone	 
815-----	College Phone	

Enter Phone Details ×

Phone Number *

Extension

Type

Cancel Add Phone



Step 4b — Editing or removing your phone number

If you need to change your phone number, select the pencil icon under “Remove or Edit” and make your corrections in the “Enter Phone Details” prompt. If you wish to remove a phone number, select the X icon under “Remove or Edit.”

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815	Cell Phone	 
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Enter Phone Details ×

Phone Number *

Extension

Type

Cancel Add Phone