How to add a personal phone number to "My Information"
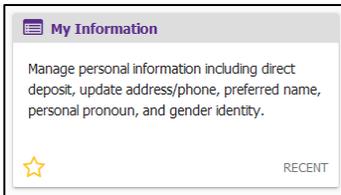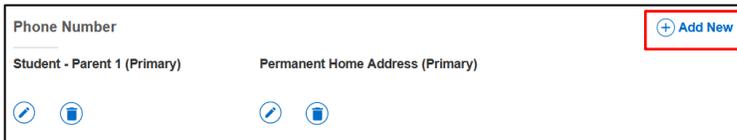
1. Log into Pirate Port using your Pirate ID and Passphrase. https://pirateport.ecu.edu/

2. Click the My Information card in Pirate Port.

   My Information

   Manage personal information including direct deposit, update address/phone, preferred name, personal pronoun, and gender identity.

   ☆   RECENT

3. Click the Personal Information button.

   Personal Information
   View and update your biographical and demographic information.

4. Under the Phone Number section, click Add New.

   Phone Number   ⊕ Add New

   Student - Parent 1 (Primary)   Permanent Home Address (Primary)

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5. In the pop-up window, select Primary Cell Phone Number from the Phone Type pull-down menu.

   Add Phone Number   ✕

   Phone Type

   | Primary Cell Phone Number | ⌄ |

   Phone Number

   | Area Code | Phone Number | Extension |

   International Access Code and Phone Number

   | International Phone Number |

   ☐ Primary   ☐ Unlisted

                        Add

6. Enter your Area Code and Phone Number.

   Add Phone Number   ✕

   Phone Type

   | Primary Cell Phone Number | ⌄ |

   Phone Number

   | Area Code | Phone Number | Extension |

   International Access Code and Phone Number

   | International Phone Number |

   ☐ Primary   ☐ Unlisted

                        Add

7. Click Add to save.