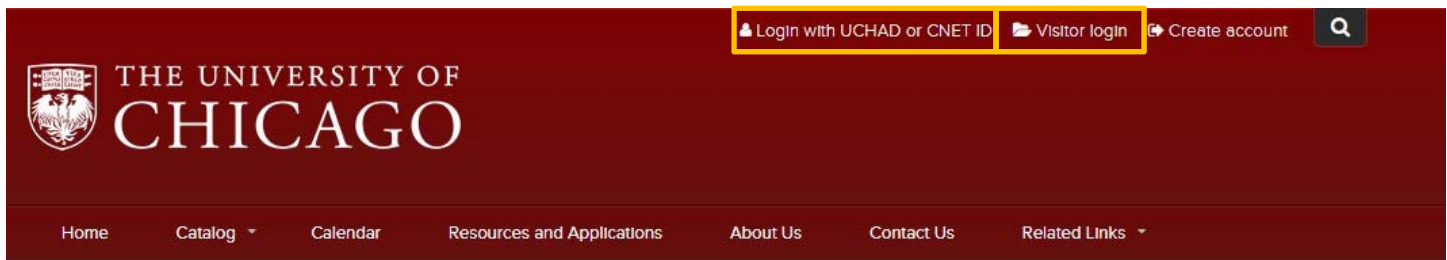


# How To – Add/Edit Your Mobile Number

**Step 1:** Go to the CME Homepage – <https://cme.uchicago.edu>

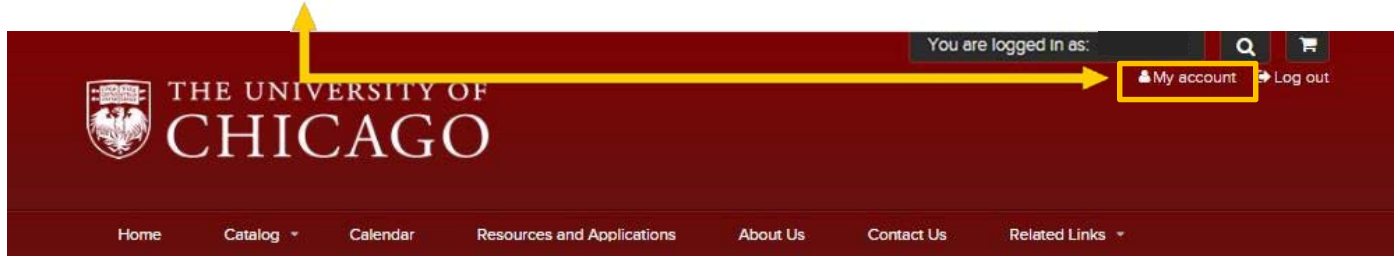
**Step 2:** Log in with the credentials that apply to you.



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**Step 3:** Click “My Account”.



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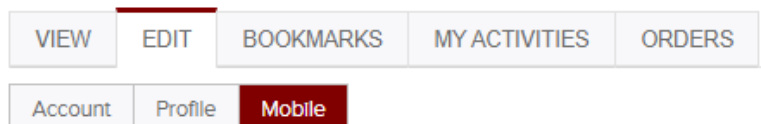
Edit

**Step 4:** Click “Edit” followed by “Mobile”.



**Step 5:** Enter a 10-digit mobile phone number, excluding any dashes, parentheses, or spaces. After entering in your number, click “Confirm Number”.

## My Account



DOMESTIC US MOBILE NUMBERS ONLY

PHONE NUMBER \*

CONFIRM NUMBER

\*\*If you already have a phone number listed in this section, but do not have your confirmation code, click “ Delete and Start Over” and follow the steps below.

**Step 6:** After you enter your mobile number and click Confirm Number, you will receive a text message from 773- 245-0068 with a 4-digit confirmation code. Enter the code into the box below and click “Confirm Number”.

The screenshot shows the 'My Account' section with a navigation bar containing 'VIEW', 'EDIT', 'BOOKMARKS', 'MY ACTIVITIES', and 'ORDERS'. Below this is a sub-menu with 'Account', 'Profile', and 'Mobile' (highlighted in red). The 'MOBILE PHONE NUMBER' field is redacted with a black box. The 'CONFIRMATION CODE' section includes the instruction 'Enter the confirmation code sent by SMS to your mobile phone.' and an empty input box. At the bottom are two red buttons: 'CONFIRM NUMBER' and 'DELETE & START OVER'.

**Step 7 :** A “Sleep Time”option is available but you can skip this. The system will **never** text you outside of confirmation codes for confirming mobile numbers or recording your RSS credit.

The screenshot shows the 'Sleep Time' settings page. It features a toggle switch for 'Disable messages between these hours' with the subtext 'If enabled, you will not receive messages between the specified hours.' Below the toggle are two dropdown menus, both currently set to '12 AM'. A red 'SAVE' button is located at the bottom of the section.

### Need Further Assistance?

You can click on the “[Contact Us](#)” tab on the CME website’s homepage and submit a form requesting assistance or e-mail us directly at [cme@bsd.uchicago.edu](mailto:cme@bsd.uchicago.edu).