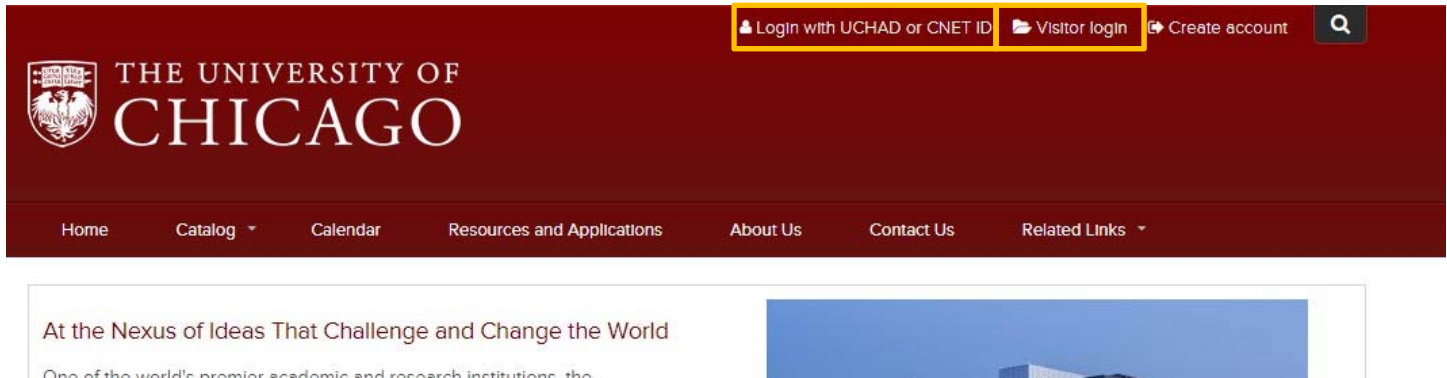


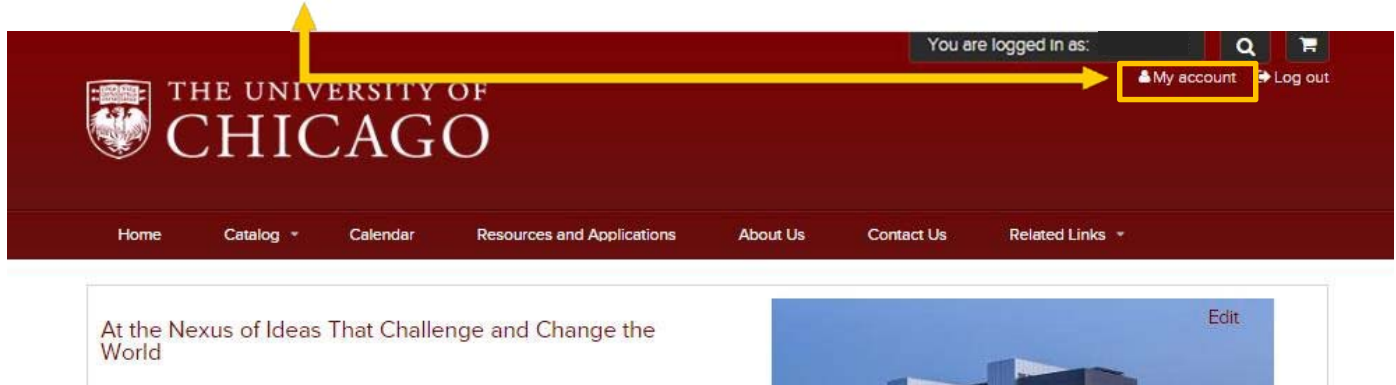
How To – Add/Edit Your Mobile Number

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

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



Step 3: Click “My Account”.



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

This screenshot shows the 'My Account' page with the 'EDIT' tab selected. The 'Mobile' sub-tab is also selected. Below the sub-tabs, there is a text input field for the phone number. Above the input field, the text 'DOMESTIC US MOBILE NUMBERS ONLY' and 'PHONE NUMBER *' are displayed. Below the input field is a red button labeled '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 tabs for VIEW, EDIT, BOOKMARKS, MY ACTIVITIES, and ORDERS. Below these are sub-tabs for Account, Profile, and Mobile. The 'Mobile' tab is selected. Under 'MOBILE PHONE NUMBER', there is a blacked-out input field. Below that, under 'CONFIRMATION CODE', is a text prompt 'Enter the confirmation code sent by SMS to your mobile phone.' followed by 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 section. It has a title 'Sleep Time' with an upward arrow. Below it is a checkbox labeled 'Disable messages between these hours' with a subtext 'If enabled, you will not receive messages between the specified hours.' There are two dropdown menus, both currently set to '12 AM'. At the bottom is a red 'SAVE' button.

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.