

# Changing Phone Number in UWF ReADY

## Contents

Changing Phone Number .....	2
-----------------------------	---

# Changing Phone Number

## Step 1

Login to ReADY.



Please sign in.

UW NetID:

Password:

[Forgot your password?](#)

[Sign in](#)

## Step 2

From the top left menu, click the Settings drop down.

The screenshot shows the 'Request a service' page of the ReADY system. At the top, there is a navigation bar with 'Home', 'Process', 'Setup', 'Notifications 0', and a 'Settings' dropdown menu. A red arrow points to the 'Settings' menu. The main content area is titled 'Request a service' and contains a welcome message, a 'Have a maintenance emergency?' section with four items, and a 'Frequently Requested' section with four categories: Building Access, Graffiti Removal, Heating & Cooling, and Restrooms, each with a corresponding icon and a list of services.

Home Process Setup Notifications 0 Settings 

**W**

Request a service

**>Welcome to the UW Facilities services request site.**  
Visit the [ReADY Support Page](#) for more information, including tutorials and FAQs. To view existing requests, use the [work order search](#).

**Have a maintenance emergency?**

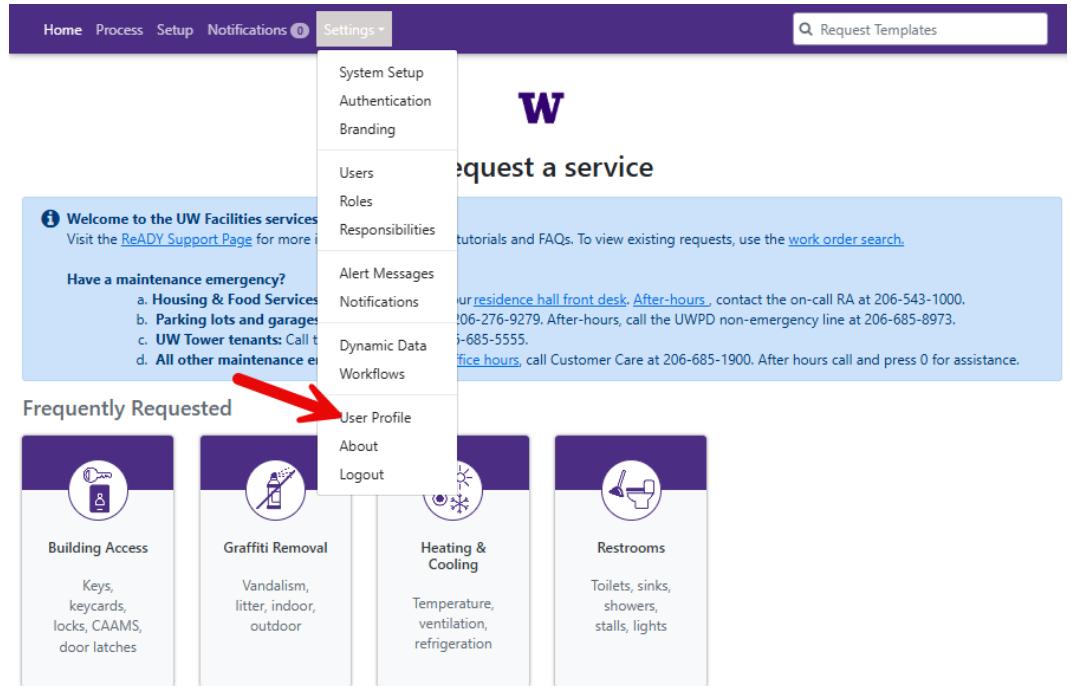
- a. **Housing & Food Services residents:** Contact your [residence hall front desk](#). After-hours, contact the on-call RA at 206-543-1000.
- b. **Parking lots and garages:** During [office hours](#) 206-276-9279. After-hours, call the UWPD non-emergency line at 206-685-8973.
- c. **UW Tower tenants:** Call the security desk at 206-685-5555.
- d. **All other maintenance emergencies:** During [office hours](#), call Customer Care at 206-685-1900. After hours call and press 0 for assistance.

**Frequently Requested**

 Building Access Keys, keycards, locks, CAAMS, door latches	 Graffiti Removal Vandalism, litter, indoor, outdoor	 Heating & Cooling Temperature, ventilation, refrigeration	 Restrooms Toilets, sinks, showers, stalls, lights
--	---	---	---

## Step 3

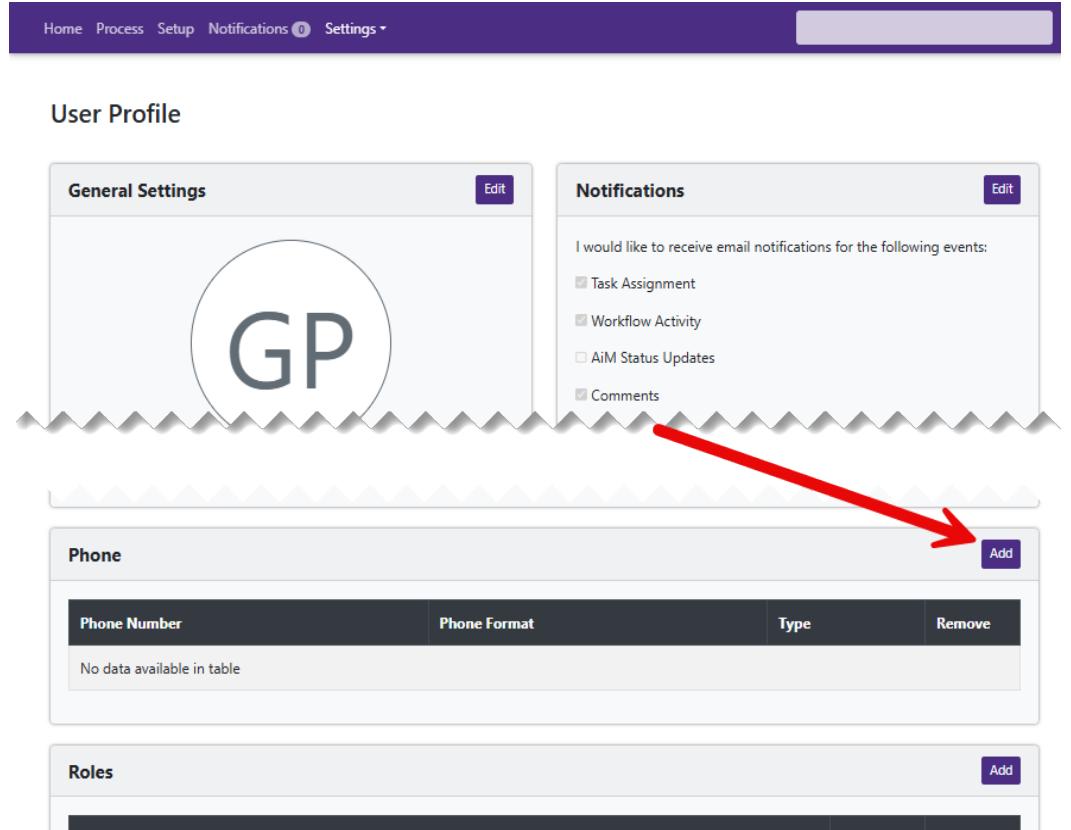
Select User Profile.



The screenshot shows the 'User Profile' option highlighted in the 'Settings' dropdown menu. The 'User Profile' option is indicated by a red arrow. The page content includes a 'Welcome to the UW Facilities services' message, a 'Have a maintenance emergency?' section with options a, b, c, and d, and a 'Frequently Requested' section with four categories: Building Access, Graffiti Removal, Heating & Cooling, and Restrooms.

## Step 4

In the Phone Section, click Add in the top right corner.



The screenshot shows the 'User Profile' edit page. The 'Phone' section is visible, featuring a table with columns for 'Phone Number', 'Phone Format', 'Type', and 'Remove'. A red arrow points to the 'Add' button in the top right corner of this section. The 'General Settings' and 'Notifications' sections are also visible on the page.

## Step 5

Enter your Phone Number in this format: ####-####-####.

## Step 6

Select your Type of phone.

## Step 7

Click Done in the top right corner.

**Add Phone Number**

Phone Number: 123-456-7890 5

Phone Format: United States

Type: (Select One) 6

Cancel Done 7