



## Change Password/Username and Edit Contact Preferences

To log into your CampusCast Dashboard, please go to <http://www.mycampuscast.net/login.aspx>.

- The first time you visit CampusCast, you will be prompted to change your password. You may also change your username by selecting "Dashboard".



- To add a new contact phone number, simply select the "Contact Type" that you are adding, type in the phone number, add an optional comment, and check if you want this number used in an emergency situation only.

Contact Type	Phone/Email	Ext.	Comment	Emergency Only	Text Msg	Voice	
<input type="button" value="+"/> Cell Phone <span style="float: right;">▼</span>	( ) - x		<input type="text"/>	<input type="checkbox"/>	Yes <span style="float: right;">▼</span>	Yes <span style="float: right;">▼</span>	<input type="button" value="Add"/>

- Once you have checked your information for accuracy, click the "Add" button. You can add as many numbers as you'd like (home phone, cell phone, parent's phone, etc.).

Once you have added all contact preferences, your CampusCast is complete! If any of your information changes, remember to log into your CampusCast Dashboard and update your information.