



## Enter a Mobile Number in SIS

This guide details the steps to enter a mobile number in the Student Information System (SIS). You must enter your mobile number in SIS to setup and use myNOVA (VCCS) Multi-factor Authentication (MFA).

**Note:** If you experience any issues following these steps, please contact the IT Help Desk by phone at 703-426-4141 or email at [ithelpdesk@nvcc.edu](mailto:ithelpdesk@nvcc.edu).

### Sign In to myNOVA (VCCS)

1. Go to <https://identity.my.vccs.edu/>.
2. Enter your myNOVA (VCCS) username and click the **GO** button.

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sh888888

**GO**

FORGOT MY PASSWORD FORGOT MY USERNAME

3. Enter your myNOVA (VCCS) password and click the **GO** button.

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**GO**

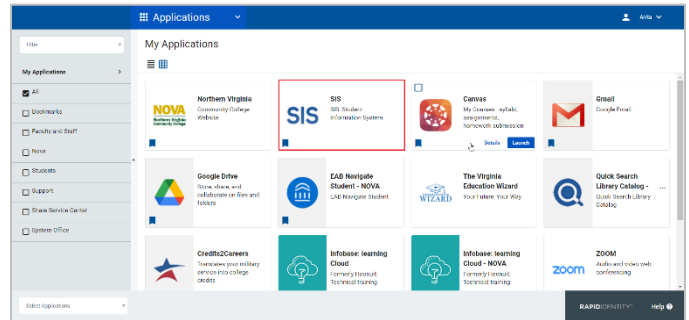
FORGOT MY PASSWORD FORGOT MY USERNAME

START OVER

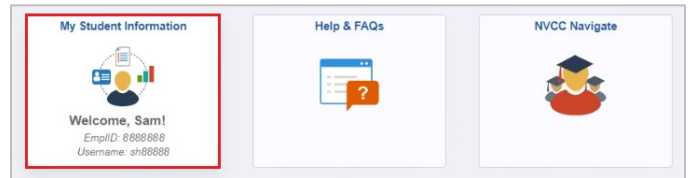
4. [Access SIS to enter a mobile number.](#)

## Access SIS to Enter a Mobile Number

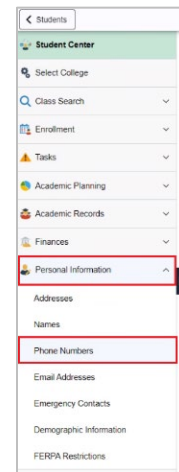
1. Select **SIS**.



2. Select **Profile**.



3. Select **Personal Information** on the right side and then select **Phone Numbers**.



4. Click the **Add a Phone Number** button.

Personal Information Security Participation

Addresses | Names | **Phone Numbers** | Email Addresses | Emergency Contacts | Demographic Information | Additional Fields

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Phone Type	Telephone	Ext	Country	Preferred
Business	703/323-3000			<input checked="" type="checkbox"/>

**Add a Phone Number**

Save



5. Select **Mobile** as Phone Type, enter the **Telephone**, and leave **Preferred** unchecked.
6. Click the **Save** button.

Personal Information | Security | Participation

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Additional Fields

### Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

Phone Type	Telephone	Ext	Country	Preferred	
Business	703-323-3000			<input checked="" type="checkbox"/>	
Mobile	703-444-4444			<input type="checkbox"/>	

[Add a Phone Number](#)

**Save**

7. You are redirected to a page that states the save was successful. Click the **OK** button.

The Save was successful.

**OK**