While on Campus, you can log into your telephones Self Care Portal by going to phoneselfcare.uhcl.edu.

You will use your Single Sign-On to login as below.

**The same username and password to log into your PC.**

Once logged in, you will see the following under the tab options:

Within the Phones tab, you will be shown your phone type and be able to set personal preferences.

In the Phone Settings, you can click on each row of options and adjust them to your preferences.

*Note* the Services option has been disabled.

**The above settings are set based on check boxes and drop down options. Once you have made a change to any of the preferences, make sure you click the save button or cancel if you do not want to keep the changes made.**

Problems or Questions:
Please contact the Support Center at x2828 or supportcenter@uhcl.edu with and questions or concerns in regards to your phone and/or the Portal.
In the **Phone Contacts** option, you can create your personal contacts list that can be accessed through your phones **Directory** button by selecting **Create New Contact** or searching for them:

![Phone Contacts](image)

By clicking **Dial**, you will be sending a prompt to your phone to dial voicemail that will walk you through changing your preferences.

For **Availability**, you can click the box to have Do Not Disturb set to on or off:

![IM & Availability](image)

In the **Call Forwarding** tab, you can set your extension to forward all call to your voicemail or to another number. *Note* do not use the ( , ) , - , or .

![Call Forwarding](image)

To turn **Call Forwarding** off, you can either uncheck the **Forward all calls to**

The **Voicemail** and **IM & Availability** tab options will walk you through changing your Voicemail preferences and turning Do Not Disturb on and off.

![Voicemail Options](image)

Under the **General Settings** tab option, you can set the **Display Language**, **Phone Services PIN**, and a **Conference Now Access Code**. Not all options in this section may be changed, but they are good preferences to be aware of when access your phone settings through the online Self Care Portal.

![General Settings](image)

**Problems or Questions:**

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