Delete Phone Number
Phone numbers are not required, but it is recommended that you maintain your campus phone number using the On-Campus phone type.

Delete Phone Number via Personal Information Summary (MyCSUEB)
1. Login to MyCSUEB
2. Navigate to the Employees tab (it may open to the Employees tab)
3. Click Personal Information Summary
4. The Phone Number is displayed in the third section of the summary page
5. Click the Change phone numbers button
   - To navigate directly to the Phone Numbers page, click the Phone Numbers link from the Personal Information section of the Employees page
6. Click the delete button next to the phone number you wish to delete
7. Click Yes – Delete to confirm the deletion

Delete Phone Number via Personal Information Summary (HEBPRD)
1. Login to HEBPRD
2. Click Self Service
3. Click Personal Information
4. Click Personal Information Summary
5. The Phone Number is displayed in the third section of the summary page
6. Click the Change phone numbers button
   - To navigate directly to the Phone Numbers page, click Self Service > Campus Personal Information > Phone Numbers
7. Click the delete button next to the phone number you wish to delete
8. Click Yes – Delete to confirm the deletion