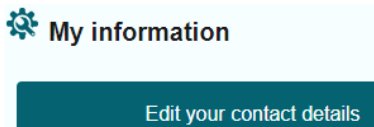


Creating a Website Contact

With this additional contact created, you can stop a telephone number of email address being visible on the website to students.

- 1) Login into your [Studentpad](#) account and, from your **Dashboard**, go to **My Information**.



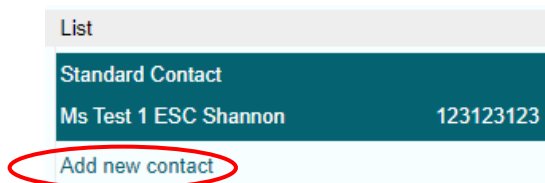
- 2) Select the **Contacts** tab, where you will see your **Standard Contact** details.



- 3) Click on **Add new contact** and select **Website Contact** from the menu.



- 4) Enter in the required fields with your name, etc.

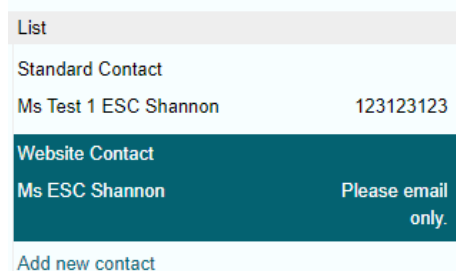


- 5) As the **Primary Tel** is a required field, enter in the relevant text (see example below).



- 6) Click on the **Add Contact button** to save this new contact.

- 7) You can alternative between both by clicking on the relevant contact displayed.



- 8) Contact details can be updated at any stage by entering in the information and clicking on the **Update Contact** button at the bottom of the page.



The MaynoothStudentpad Team require your full details (i.e. name, address, email and phone number) entered on the Standard Contact for administration purposes.