**UPDATING YOUR UF DIRECTORY PROFILE**

**UF Directory:** This is the online directory accessible at directory.ufl.edu that allows members of the campus community to get your contact information. For staff, work information cannot be hidden but home addresses and phone numbers can be set to not be public.

Additionally, this information is used for password resets of your UF GatorLink Account.

---

**Step 1:** From the myUFL screen, left-click on the “Main Menu” option at the top.

**Step 2:** Left-click on “My Account” from the menu that appears. It is the first entry on the menu.

**Step 3:** In the pop-out menu to the right, left-click on “Update My Directory Profile”.

---
Step 4: The “Update my Directory Profile” screen appears. For the Names and Personal Attributes section, make sure that your UF Business Name is correct and enter a Working Title in the box if it is empty. Your name should be your legal name.

Step 5: Verify that the E-mail address field is set to your Student Affairs e-mail address. If you do not know your Student Affairs e-mail address, call 392-2465 to get it.

Step 6: Verify your work address. This can be set to the department’s PO box information. If you do not have a cell phone, enter 352-392-2465 for your cell phone. This will help with password resets.

If your work address is blank or set to another department, you can enter the following:
Address Line 1: [NAME OF YOUR DEPARTMENT]
Address Line 2: Address Line 3: PO BOX [YOUR DEPT PO BOX NUMBER]
City: GAINESVILLE 
State: FL 
Zip: 32611 
Phone Country Code: 1
Area Code: 352 
Number: 3922465 
Extension: no extension entered 
No Work Cell Phone: Checked ‘Yes’

Step 7: Enter your local home data. You may enter a PO Box if you use one to receive your mail. You can enter a cell phone or landline for the phone. If you don’t have a phone, you can enter 352-392-2465. This will help with password resets.
Step 8: Enter your permanent home data. In most cases, you can check the box at the top of the section to copy the information the local home data.

Step 9: At the bottom of the screen, select whether or not to publish the information in the local and home data screens. We strongly recommend for your privacy that you set these to “do not publish”.

Step 10: Press the submit button at the bottom of the page to submit your updates to the UF directory. If you did not enter any fields with an asterisk (*), you may get an error message. If your information was successfully submitted, you should receive a pop-up box similar to the right.

Reminder: You should visit this page and update it whenever you have a change of address.