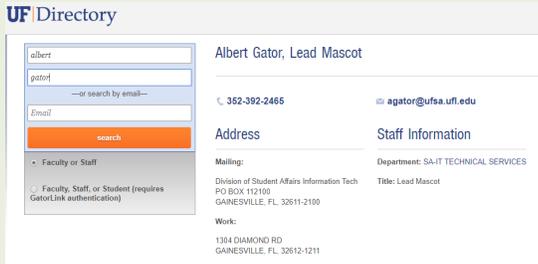


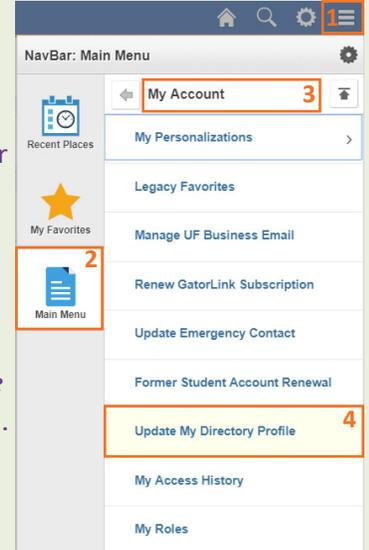
Updating your UF Directory Profile

UF Directory is the online directory accessible at directory.ufl.edu that allows members of the campus community to find 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.



How to update your information:
 Follow the steps below:

- Step 1:** Log into my.ufl.edu and click on  in the upper right corner.
- Step 2:** Click on the “Main Menu” option.
- Step 3:** Click on the “My Account” option.
- Step 4:** Click on the “Update My Directory Profile” option.



Remember:
 Update your directory information anytime it changes!

Names and Personal Attributes:
 Make sure that your UF Business Name is correct and enter your **UF Job Title** in the box if it is empty. Your name should be your legal name.

Names and Personal Attributes:

Your UF Business Name is: Gator, Albert Primary Affiliation: Staff

Name Prefix

To change your Business Name, students must contact the University Registrar. Please see www.registrar.ufl.edu for further information. Employees must contact University Processing and Records. Please see www.hr.ufl.edu for further information.

*Your Display Name: (used in many displays; you may use a Nickname)

Last Name First Middle Suffix

*Your Directory Name: (used in Active Directory and UF mail systems for searching and signing of emails; suggested format - LastName, FirstName (or NickName))

Working Title: (optional)

Email Address:
 Confirm that your UF Business Email Address is set to your Student Affairs e-mail address (i.e. AGator@ufsa.ufl.edu).

Email Address: [More info about UF Business email address and Deliver-To email address](#)

*UF Business Email Address Deliver-To Email Address

*Note: UF Business Email must comply with UF standards.

*Personal Email Address Not Providing Personal Email Address

Work Data:
 Verify your work address. This can be set to the department’s PO Box information.

Work Data

Provide your UF work mailing address; this is most often a PO Box. Required for employees, optional for all others.

To remove work information check this box:

Address Line 1

Address Line 2 [Apply Postal Service Standardization](#) Apply Bypass

Address Line 3

*City *State *Zip - *Country

*Phone Country Code *Area Code *Number Ext

Cell Country Code Area Code Number No Work Cell Phone

Local & Permanent Home Data:
 Both Local & Permanent Home Data should be the same. If this is the case, you can click the box next to: “If this address is the same as Local address check this Box:”

Local Home Data

This information is used to mail material to you at your local residence. For most students or employees this would be your Gainesville or surrounding areas mailing address. If you do not have a local address, enter the address you wish to receive your mail. If you use a PO Box it is appropriate to enter it here.

Address Line 1 [Apply Postal Service Standardization](#)

Address Line 2 Apply Bypass

Address Line 3

*City State *Zip *Country

*Phone Country Code *Area Code *Number Ext

Cell Country Code Area Code Number No Personal Cell Phone

Publish Information:
 You can choose if you want publish your Local & Permanent Home Data. They are set to “Do Not Publish” by default.

Publish Information

If you select “Publish”, your personal contact information can be made available in public directories. If you select “Do Not Publish”, your personal contact information remains unpublished. You will not appear in the online phonebook or public search of UF information.

Your SSN is never published by the University of Florida.

Local Home Data

Publish Do Not Publish

Permanent Home Data

Publish Do Not Publish