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.

**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.

**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:”.

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 They are set to “Do Not Publish” by default.

Questions? Call/Text (352)392-2465 or Email ithelp@ufsa.ufl.edu