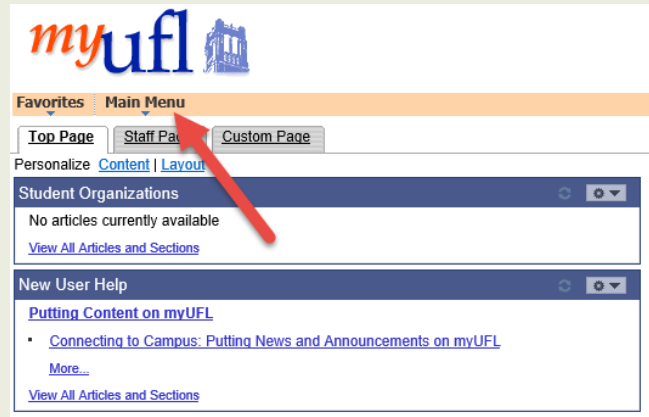


## UPDATING YOUR UF DIRECTORY PROFILE

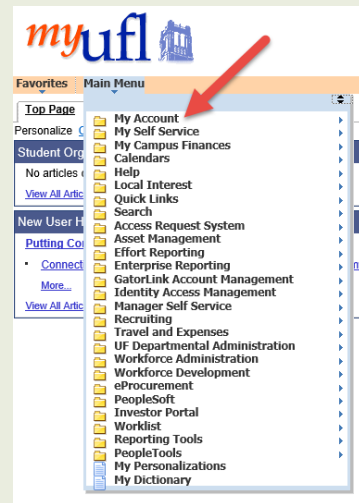
**UF Directory:** This is the online directory accessible at [directory.ufl.edu](http://directory.ufl.edu) that allows members of the campus community to get your contact information. For staff, work information cannot be hidden but home addresses and phone numbers can be set to not be public.

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

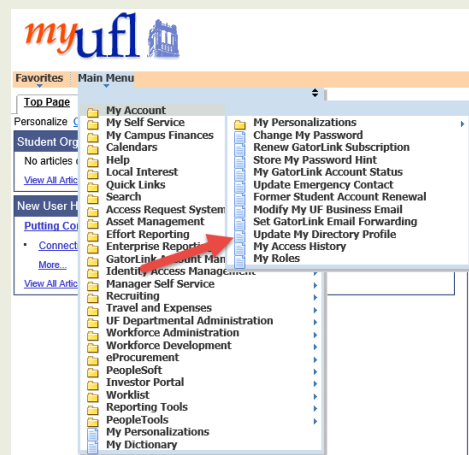
**Step 1:** From the myUFL screen, left-click on the “Main Menu” option at the top.



**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”.



### Update My Directory Profile

Please provide your personal contact information. This allows all business offices of the University to contact you as needed for Business and Academic related purposes. Providing complete information allows the University to provide optimal service to you.

\* Designates Required Information

#### Names and Personal Attributes:

Your UF Business Name is: Rushing, Ryan J

Primary Affiliation: Staff

To change your Business Name, students must contact the University Registrar. Please see [www.registrar.ufl.edu](http://www.registrar.ufl.edu) for further information. Employees must contact University Processing and Records. Please see [www.hr.ufl.edu](http://www.hr.ufl.edu) for further information.

Name Prefix Mr Name Suffix

\*Your Display Name: (used in many displays; you may use a Nickname) RUSHING, RYAN JACOB

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))

Rushing, Ryan Working Title: (optional) Crd. for Learning & Development

**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.

#### Email Address:

\*UF Email ryan@housing.ufl.edu

\* Note: Student UF Email is required to be your gatorlink@ufl.edu

**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.

**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 HOUSING OFFICE Apply Postal Service Standardization

Address Line 2

Address Line 3 PO BOX 112100 Apply Bypass

\*City GAINESVILLE \*State FL \*Zip 32611 - 32100 \*Country US

\*Phone Country Code 1 \*Area Code 352 \*Number 3922171 Ext 10110

Cell Country Code Area Code Number  No Work Cell Phone

**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.

#### 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 GAINESVILLE \*State FL \*Zip  -  \*Country US

\*Phone Country Code 1 \*Area Code  \*Number  Ext

**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.

**Permanent Home Data**

This information is used to mail material to you at your permanent place of residence. For many students and visiting Faculty this is not in the Gainesville Local area.

If this address is the same as Local address check this Box:

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

Address Line 2   Apply  Bypass

Address Line 3

\*City  \*State **FL** \*Zip  -  \*Country **US**

\*Phone Country Code  \*Area Code  \*Number  Ext

**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".**

**Publish Information**

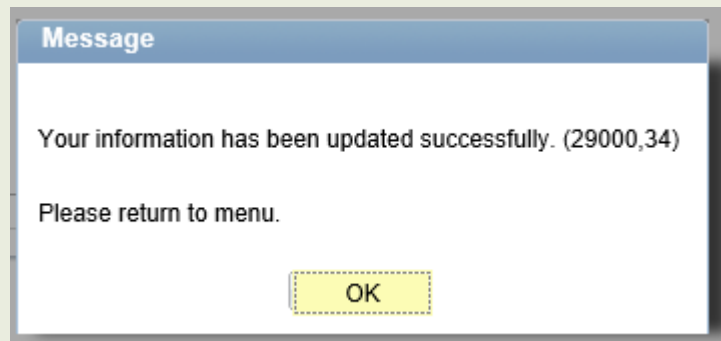
If you select "Publish", your personal contact information can be made available in public directories. If you select "Do Not Publish", your personal contact information remains unpublished. You will not appear in the online phonebook or public search of UF information.

Your SSN is never published by the University of Florida.

**Local Home Data**  
 Publish  Do Not Publish

**Permanent Home Data**  
 Publish  Do Not Publish

**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.