UPDATING UF DIRECTORY INFORMATION

Specific fields located in your Directory Profile will display on your Outlook Contact Card or in the Address Book. It is the responsibility of the staff member to update this information. To update your directory information go to:

my.ufl.edu > Main Menu > My Account > Update My Directory Profile
or go to https://one.uf.edu/directoryprofile/

NAME

Display Name - Used on contact card & address book
Directory Name - Used in UF Directory

EMAIL

Business Email - This should be your @ufsa.ufl.edu
Your email should be first initial and last name, so for Albert Gator it would be agator@ufsa.ufl.edu.

WORK PHONE NUMBERS

Primary Business Phone - Used on contact card & address book
Mobile Business Phone - Only list if you have a work cell phone. DO NOT LIST YOUR PERSONAL CELL PHONE. Used on contact card & address book.

OTHER ATTRIBUTES

Title - Used on contact card & address book
If other information is incorrect, please contact your HR.

PUBLISH INFORMATION

If you set the 'Publish my personal contact information' toggle on, your personal contact information can be made available in public directories or public searches of UF information.

If you set the 'Publish my personal contact information' toggle off, your personal contact information will not be made available in public directories or public searches of UF information.

Based on your current setting, your personal contact information will NOT BE made available in public directories or public searches of UF information.

Please note: Your SSN is never published by the University of Florida.

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