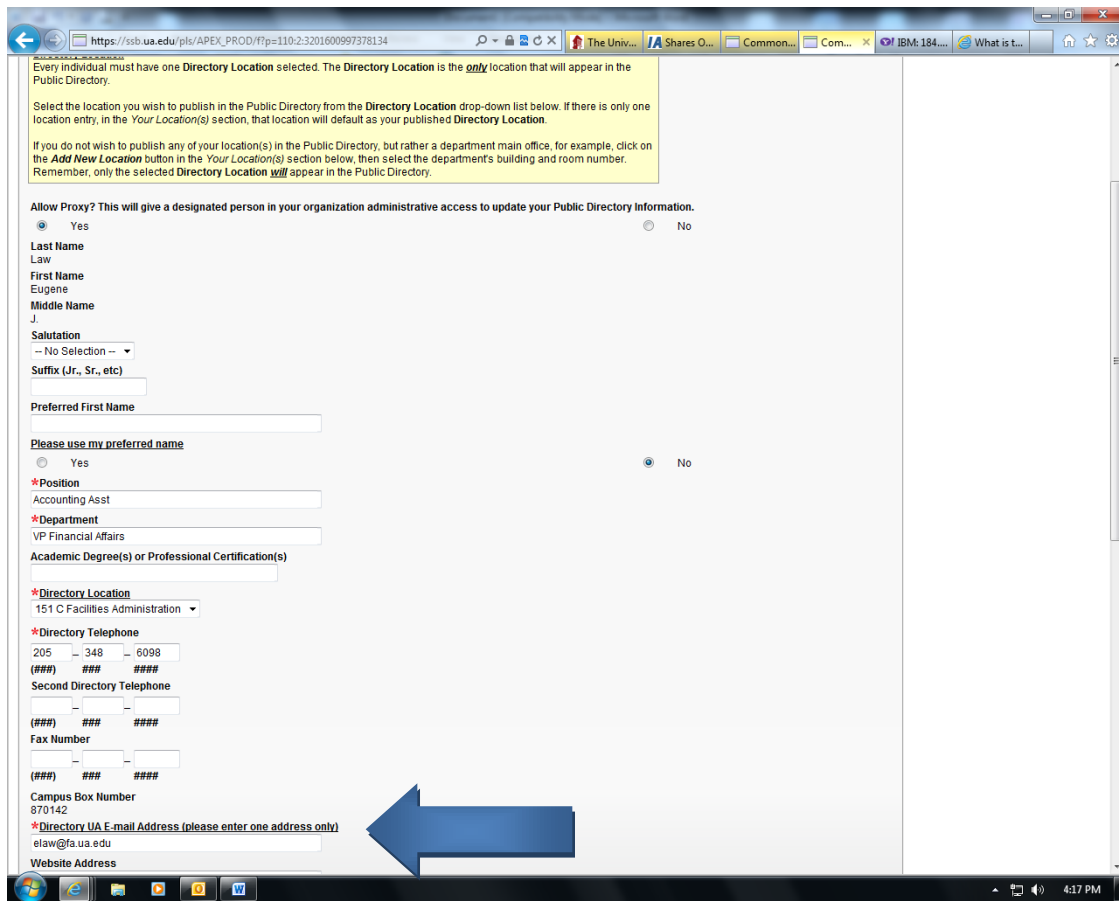


## Update Directory Information

1. Sign in on [mybama.ua.edu](http://mybama.ua.edu)
2. Click on the *Employee* Tab
3. In the middle at the top, click inside the *Update Your Directory Contact Information*



4. **Type in your fa.ua.edu address unless it is already there. Check to make sure everything is up to date.**

A screenshot of a web browser displaying a directory update form on ssa.ua.edu. The browser's address bar shows the URL: https://ssa.ua.edu/pls/APEX\_PROD/f?p=110:2:3201600997378134. The form contains several sections. At the top, there is a yellow warning box: 'Every individual must have one Directory Location selected. The Directory Location is the only location that will appear in the Public Directory. Select the location you wish to publish in the Public Directory from the Directory Location drop-down list below. If there is only one location entry, in the Your Location(s) section, that location will default as your published Directory Location. If you do not wish to publish any of your location(s) in the Public Directory, but rather a department main office, for example, click on the Add New Location button in the Your Location(s) section below, then select the department's building and room number. Remember, only the selected Directory Location will appear in the Public Directory.' Below this, there are radio buttons for 'Allow Proxy?' (Yes/No). The form includes fields for 'Last Name' (Law), 'First Name' (Eugene), 'Middle Name' (J), 'Salutation' (No Selection), 'Suffix (Jr., Sr., etc.)', 'Preferred First Name', and a checkbox for 'Please use my preferred name'. There are also fields for '\*Position' (Accounting Asst), '\*Department' (VP Financial Affairs), and 'Academic Degree(s) or Professional Certification(s)'. The '\*Directory Location' is set to '151 C Facilities Administration'. There are fields for '\*Directory Telephone' (205-348-6098), 'Second Directory Telephone', 'Fax Number', 'Campus Box Number' (870142), and '\*Directory UA E-mail Address (please enter one address only)' (elaw@fa.ua.edu). A blue arrow points to the email address field. The browser's taskbar at the bottom shows the time as 4:17 PM.

5. Click *Apply Changes*