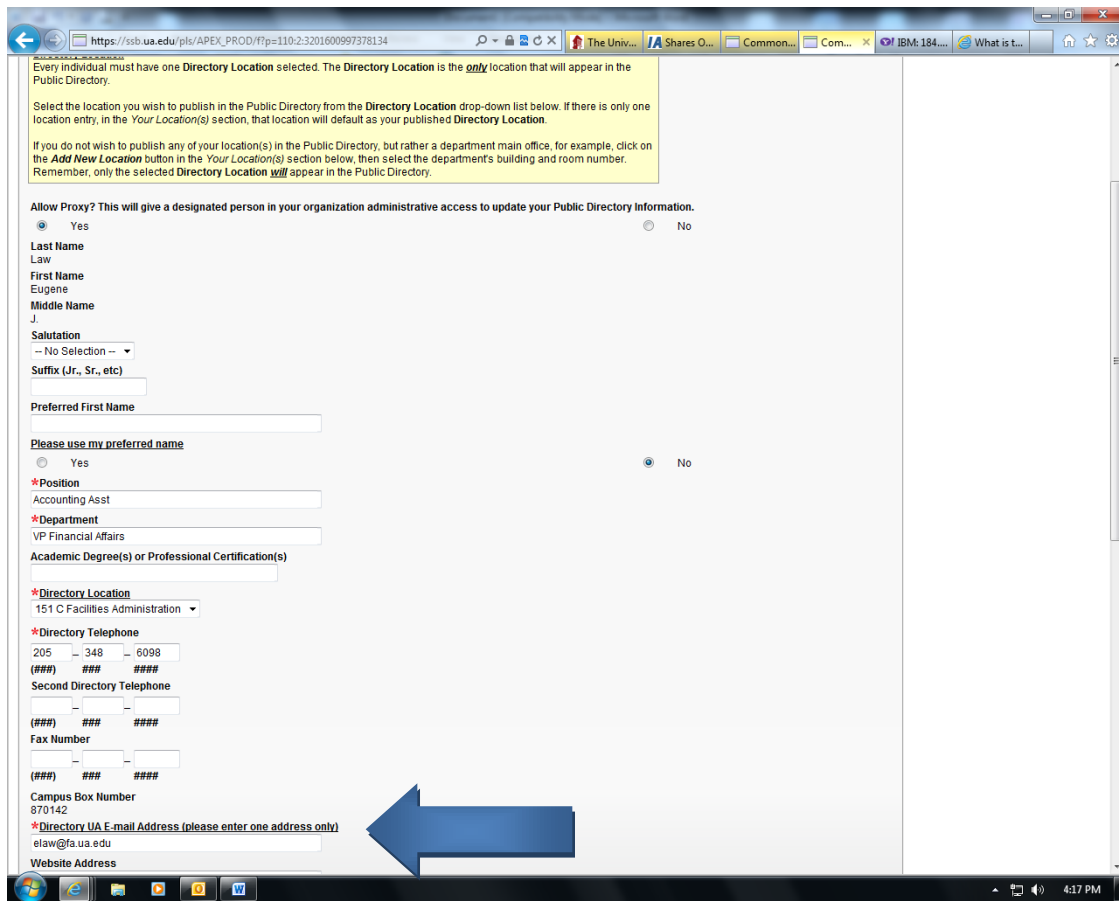## Update Directory Information

1. Sign in on 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.

5. Click *Apply Changes*