



# ***e-Campus Notice***

*From the Office of Human Resources*

## **URI Directory Update Instructions**

*For online and paper phone, email, address listings*

All URI employees will be able to edit their Directory profile within their e-Campus account.

- “Directory” refers to both the online directory (accessed via the web at [www.uri.edu/home/dir](http://www.uri.edu/home/dir)) and the annual paper phone directory published during the fall semester.
- Formerly, employees of the University were able to update this information by clicking a button on the web page [www.uri.edu/home/dir](http://www.uri.edu/home/dir) and accessing their profile using the old Aries system. This is no longer available.

### ***To update directory information:***

- Sign into your e-Campus account using your e-Campus user id and password.
- Click on: Home > HR Self Service > Employee > Home > URI Directory Profile

Each page within allows you to update your:

- Home Telephone
- Preferred Name (as you want your name displayed in the directory)
- Campus address and alternate address
- Campus phone and fax number
- Email address and web page address
- Setting your email alias name

### ***Please Note:***

- Changes made will be reflected in the online directory the following business day.
- Some information can only be updated by the Office of Human Resources. If you want to change information but you are not able to in e-Campus, please contact Human Resources at extension 4-2416.

### ***Home Address and Telephone***

- No employee’s home address or telephone number is automatically displayed in the online or paper directory.
- Employees have the option of displaying their home address and/or telephone number in the University’s online and paper directories.
- If you want your home address and/or telephone number displayed in the University’s directories, you must authorize the University to publish this information.

To do this, click either or both checkboxes that say “Allow Home address to be included in all URI Directories” and/or “Allow Home phone to be included in all URI Directories”.

Your home address and/or telephone (depending upon what you released) will be displayed online the following business day.