Directory Services
Information Update Request

This information is used to assist the public and
University of Cincinnati community in contacting faculty or staff.

You may return this form or update your information at our secure website:
HTTPS://UCDIRECTORY.UC.EDU/UPDATES.

Information can not be accepted if mandatory fields (*) are not complete.

*First Name

MI

Changes to the First Name, Last Name, Primary Phone, Building and ML on this form will also change those fields in the UC email Outlook address book. This will not change your e-mail address nor any information in Human Resources.

*Last Name

Designation   **Degree** (Highest Achieved)

*Primary Phone (Area Code Mandatory)   **Secondary Phone** (Area Code Mandatory)   **Fax** (Area Code Mandatory)

( ) –   ( ) –   ( ) –

Emergency Text Messaging

UC is offering an emergency text messaging service to all students, faculty, and staff. At the discretion of UC Public Safety, the system will be utilized only if there is an imminent situation where the safety and security of the campus community is at risk or to announce a weather-related university closing. For more details see:
http://www.uc.edu/ucit/phone/emergencytextmsg.html

Cell Phone (Area Code Mandatory)

( ) –

Do you wish to receive emergency text messages associated with the cell phone provided?   **Yes   No**

If yes, please provide the carrier of the cell phone provided above. _____

Your cell phone number will not be published.

Room   **Floor**   ***Building**   ***ML**   **Employer**

*Department

*Primary Job Title (Official University Title)

Secondary Job Title (Official University Title)

Internet Information

*E-Mail Alias _____

WWW Home Page _____

*If you want to change your e-mail alias, contact the UCIT Help Desk at 513-556-4357.

Home Address

Changing your home information with Directory Services does not affect your personnel records in Human Resources.
To update your home information, please contact HR at 556-6381.

City   **St**   **Zip Code**   **Home Phone** (Area Code Mandatory)

( ) –

Do you want your home information published? If Yes, this information is made available on the Internet.   YES   NO

SUBMITTED BY _____ **DATE** _____

Rev: 7.6.11

INFORMATION UPDATE INSTRUCTIONS

Use this form for additions, changes or deletions to the University of Cincinnati Faculty/Staff Directory. It is the university's official People search. You may make copies of this blank form. This form should be filled out by each new Faculty/Staff employee. When adding or revising, supply all applicable information on the request form using only the number of blocks provided. Each comma, period, or blank space counts for one character.

1) FILL OUT INFORMATION:

*NAME: Enter your First and Last Name. Please include middle initial and, if applicable, designation (Jr., Sr., III).

DEGREE: Enter your highest degree achieved.

*PRIMARY OFFICE NUMBER: Enter the University office phone number you prefer to use including area code. This number will be published in the Faculty/Staff Telephone Directory as your main office phone number.

2nd OFFICE NUMBER: Enter any alternate office phone number, including area code. This is a published field. Do not enter a phone number unless you want it printed. You may want to use your cell number in this field where it will be printed.

FAX NUMBER: Enter your fax number, including area code.

EMERGENCY TEXT MESSAGING: UC is offering an emergency text messaging service to all students, faculty, and staff. At the discretion of UC Public Safety, the system will be utilized only if there is an imminent situation where the safety and security of the campus community is at risk or to announce a weather-related university closing. Please circle Yes or No. If you circle Yes, please provide the cell phone carrier. For more details see:
http://www.uc.edu/ucit/phone/emergencytextmsg.html

ROOM, FLOOR, AND BUILDING: Enter the room number and floor of your primary office. When completing a campus address, use the Key to Building Abbreviations List in the Faculty/Staff Directory. PLEASE PAY ATTENTION TO ENTERING THE CORRECT BUILDING CODE. There are several buildings with similar names and codes. Ex. LINDNER is for Lindner Hall, Lindner College of Business. LNDNRCTR is for Lindner Center in Varsity Village.

*DEPARTMENT AND MAIL LOCATION: Enter the University Department Name and University Mail Location of your primary reporting office/station.

EMPLOYER: Enter the name of your employer.

*PRIMARY JOB TITLE: Enter your official University job title.

2nd JOB TITLE: Enter if you have more than one official University job title.

INTERNET: E-mail alias is restricted to those aliases provided by the university's e-mail system. To make changes to an e-mail alias, contact the UCIT Help Desk at 513-556-4357.

HOME INFORMATION: Enter your home address and phone number including area code. Please circle YES if you want this information published. This information will be made available on the Internet. If you circle NO, this information will not be published and will be excluded from electronic on-line systems, such as the Internet.

2) SIGN AND DATE THE REQUEST FORM

3) RETURN REQUEST FORM TO DIRECTORY SERVICES, MAIL LOCATION 0107.

Each Department is responsible for preparing forms for new Faculty/Staff members within their area. The Faculty/Staff Directory is based on the most recent information compiled in our Directory Database System. If the request forms are not returned, data will not be changed. Directory Services is not responsible for any omission or errors in the Faculty/Staff Directory unless this form is filled out, signed, dated and returned immediately to DIRECTORY SERVICES ML 0107. If you have any questions, please call us at 513-556-1917.

*These fields are mandatory. Information can not be entered if mandatory fields are blank.

Rev: 7.6.11