

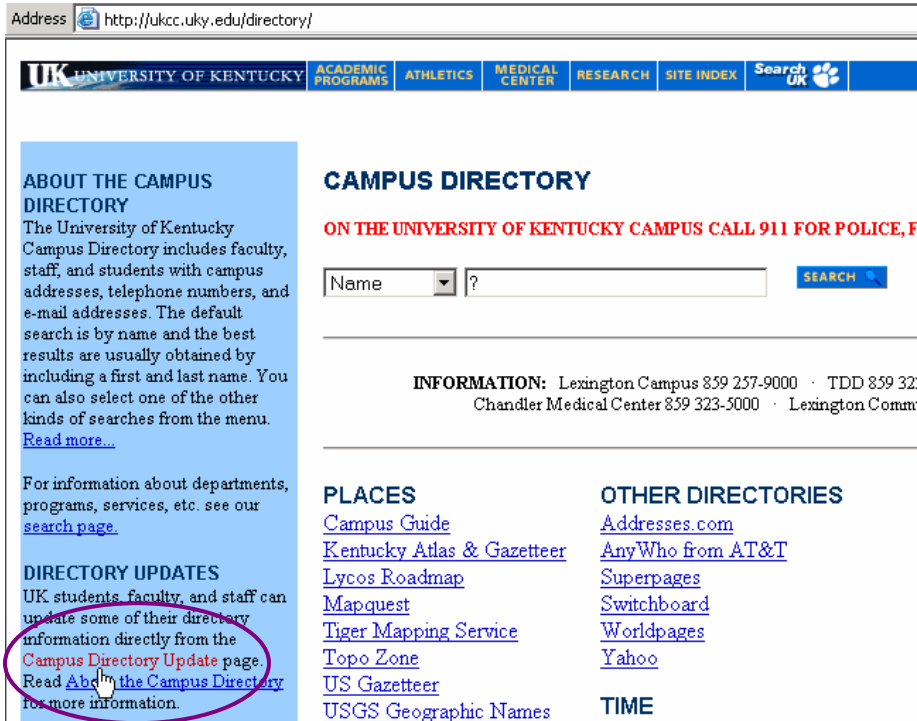
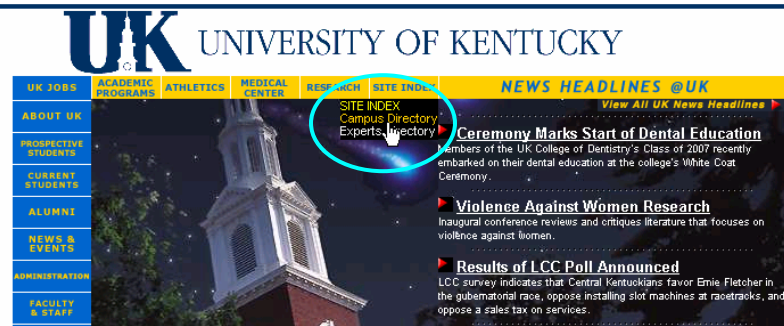
Completing or Updating Personal Information on the Exchange Server

When someone looks up your e-mail address in the **Global Address List** on the Exchange server, they can highlight your name, click on the **Properties** button and see your personal information which includes company, department, office, and your phone number. If they click on the **E-mail Address** tab, they will see your e-mail address.

When you check your own information on the Exchange server, you may see the need to update some of that information. This document will explain how to update your personal information on the Exchange Server.

To update your e-mail address on the Exchange server:

1. Open Internet Explorer or Netscape to get on the Internet.
2. In the **Address** field, type **www.uky.edu** and press the **Enter** key to go to UK's home page.
3. Position the mouse on the **Site Index** link; click on **Campus Directory** link.
4. The opened window will look as follows:



5. Click on the **Campus Directory Update** link.

6. The **Campus Directory Update** screen will open:
7. Your **UK ID number** is your employee id; type your employee id number;
8. The **Directory Password** is your birthday in the following format: mmddyyyy; (i.e. if born March 12, 1980 your password would be 03121980; enter your password.
9. In the **E-mail id** field, type your exchange email address. For example: ukcmc11@email.uky.edu
10. Fill in other available information updates as desired.
11. Scroll down the screen and click **Update Directory**.

[ABOUT THE CAMPUS DIRECTORY](#)

[CAMPUS DIRECTORY](#)

CAMPUS DIRECTORY UPDATE

You can update your directory entry using this form. Enter your nine-digit UK id number and your directory password below, then enter the new information for any of the other fields, and click the Update Directory to make the changes. (Note that this transaction will not be encrypted.)

UK id number.....: (required)

Directory Password.: (required)

Your directory password is initially your birth date (eight digits in the form yyyymmdd) and is independent of your password on U-Connect or any other system. Contact the [help desk](#) if you don't remember your password. They can reset it to the initial value.

E-mail address.....:

Nickname.....:

Notes.....:

World-Wide Web URL.:

You can specify None to remove an existing item.

To change your Directory password enter the new value in both the New Password and Repeat Password fields to verify correct entry.

New Password.....:

Repeat Password...:

Note: Updates to the directory occur almost immediately, but the directory search index is only updated once each day, so changes to searchable fields like the nickname won't be found by directory searches until the next day in most cases.

If you wish to **update other information** like **addresses, phone numbers**, and other information, scroll down further on this screen and click on the link to another **web page** for faculty and staff to update that type of information.

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World-Wide Web URL.:

You can specify None to remove an existing item.

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New Password.....:

Repeat Password...:

Note: Updates to the directory occur almost immediately, but the directory search index is only updated once each day, so changes to searchable fields like the nickname won't be found by directory searches until the next day in most cases. Students who have their records flagged as [private](#) by the Registrar's office are not displayed in search results.

Addresses, telephone numbers, and other information cannot be updated here. Students can update other directory information using [webUK](#). Faculty and staff can use this [web page](#).

If your Web browser doesn't support forms, read the [About the Campus Directory](#) page for instructions on updating your entry using e-mail.

When the web page link is clicked it will open the following screen:

Fill in the required and appropriate fields on this form. When you are finished entering information, click on the **Submit Form** button at the bottom of the screen.

If you have difficulty using this form, 3 other options to update information are given at the top of this form.

Customer Service Center

- Computer Use
- CCC Helpdesk
- IT Departments & Services
- CCC Home

University of Kentucky Campus Directory Information Submission Form

Use the 4-step form below to add, change or delete your information from the UK Campus Directory. If you have difficulty using the form, you can send your updated information to UK Directories using one of the following formats:

- 1) Email sent to ukphones@uky.edu.
- 2) Fax sent to 257-2459
- 3) Campus mail sent to: Marilyn Jarczyk@UK, UK Directories, 110 McVey Hall 0045

Step 1: Enter the Required Basic Information

First Name **Middle Name** **Last Name**

Academic/Professional Title (M.D., R.N., Ph.D., etc.)

Full (not UK) to Box (7) Director, Level 1040. If you do not have a title, leave blank.

Effective Date for Changes

(Do Not Add 4 digit year. Example: 10/10/00)

UK ID Number

(Do Not Update. Example: 112204)

UK Email Address

Email addresses cannot be received using this form. To change your email address on the online Campus Directory, use the [online email update application](#).

Step 2: Choose an Appropriate Action

Add as UK Employee Select this action if you are a new UK Employee. **In Step 3, enter ALL necessary contact and location information.**

Add as Supplemental Select this action if you are a new UK Supplemental employee (Credit Union, SMSG, Union Faculty Club, etc.). **In Step 3, enter ALL necessary contact and location information.**

Delete Select this action if you are leaving the University and want ALL your information removed from the directory. **Do NOT fill out any information in Step 3. Go directly to Step 4.**

Change Name Select this action if you wish to change your name in the Campus directory. This applies ONLY to the Campus directory. Please see your departmental administrator to change other University Records.
List your previous name

Do NOT fill out any information in Step 3. Go directly to Step 4.

Change Other Information Select this action if you wish to change or correct your information within the Campus directory. **Fill out ONLY the fields that you wish to be changed in Step 3 below.**

Step 3: Enter Additional Information

Notes:

If you selected "Delete" or "Change Name" in Step 2, DO NOT fill out any information in this step. [Go directly to Step 4.](#)

Enter in any information that you wish to be added or changed. **New UK Employees must enter a Primary Address and Primary Phone Number.**

Department Name

Primary Address & Phone Number

Postal Address

Directory Reference Code for Primary Address & Phone Number

Fields to NOT leave for Directory Release Only, see the field label.

City **State** **Zip + 4 digit Speed Sort**

Phone Number

Secondary Address & Phone Number

Postal Address

Directory Reference Code for Secondary Address & Phone Number

Fields to NOT leave for Directory Release Only, see the field label.

City **State** **Zip + 4 digit Speed Sort**

Phone Number

Fax Number

Voice Mail Number

Pager Number

Restrict usage of this number

This number will not be displayed in the printed Campus Telephone Directory. The number will be displayed in the online Campus Directory and will be used in an additional search option by UK House System.

Click on the checkmark in the field to restrict this number from being used by the UK House System.

Cellular Number

Restrict usage of this number

This number will not be displayed in the printed Campus Telephone Directory. The number will be displayed in the online Campus Directory and will be used in an additional search option by UK House System.

Click on the checkmark in the field to restrict this number from being used by the UK House System.

Home Phone Number

List this number in the Campus Telephone Directory

If you wish to have this number displayed in the Campus Telephone Directory, check the box in the field.

Step 4: Submit Your Information

Any Additional Information or Special Request

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