

# [CAN YOUR COLLEAGUES FIND YOU IN THE DIRECTORY (ON-LINE PHONEBOOK)?]

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**CAN YOUR COLLEAGUES FIND YOU IN THE DIRECTORY (ON-LINE PHONEBOOK)?** The UF Directory is the sole source for contact information. The Directory populates the university's on-line phonebook and printed phonebook. Some faculty and staff who want their home address or phone number "hidden" from public view are inadvertently removing themselves completely from the published view of the UF Directory, making it difficult for others to find them on campus.

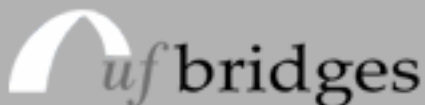
Follow these steps to have your name appear in the Directory but limit what contact information is displayed publicly.

1. Sign on to the myUFL portal
2. Navigate to My Account > Update My Directory Profile
3. Click on the orange "Personal Information" header
4. Select "Yes" and then click "Submit" at bottom of page
5. Click on the orange "Addresses and Phones" header
6. Select the address you do not want displayed to the public and click "Submit"
7. Choose "No" for "Can this address be published?" (about halfway down the page) and click "Submit"
8. Click on the orange "Addresses and Phones" headers
9. Select "Browse Phones" from the left-hand menu
10. Select the phone number you do not want displayed to the public and click "Submit"
11. Choose "No" for "Can this telephone be published?" and click "Submit"
12. Click on "Gatordex Home" in upper right-hand corner
13. Click on "Published View" in blue, left-hand menu to see what changes you made and how your contact information will appear in the on-line phonebook

Some important tips:

- ▶ If you click on the orange "Personal Information" header and select "No" as to whether you want your information published, no information about you will be displayed in the Directory, including your name, business address or phone, email, etc.
- ▶ The only information in the Personal Information section that is displayed to the public is your working title and your preferred language (both of which you can personally edit). Your Social Security number, date of birth, gender, etc. is never displayed to the public.
- ▶ The relate phones to addresses feature is very simple to use and especially valuable to those who have two or more offices or work locations or multiple phones. To add additional phone numbers or addresses, or relate a phone number to a particular location, click on the orange "Addresses and Phone Numbers" header then use the left-hand menu to navigate to one of five options.

Please contact the [Directory Coordinator](#) for your college or department if you need help. If you cannot find one listed, contact the person who handles personnel matters for your area and they will be able to provide the name of your Directory Coordinator.



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