

# [Update Your UF Business Physical Location Address]

The UF directory is the sole authoritative source of employee addresses and is used to provide information about your location. Use this instruction guide to update your **UF Business Physical Location Address** in the UF directory.

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- ▶ Log on to myUFL (my.ufl.edu), using your GatorLink username and password
- ▶ Navigate to My Account > Update My Directory Profile
  - ▶ If your UF Business Physical Location Address is not correct, please continue
  - ▶ Each of the orange headings is a link to information
- ▶ Select **Addresses and Phone Numbers**
- ▶ Select the **UF Business Physical Location Address**
  - ▶ If a UF Business Physical Location Address does not currently appear, select **Add a New Address and Related Phones** from the menu on the left and follow the instructions
- ▶ Press the **Submit** button
- ▶ At the US Postal Service delivery standard drop down list, select **Apply US Postal Service Standardization**
- ▶ Enter your **Address**
  - ▶ Your PHYSICAL location should not be a PO Box number, but rather a room number and/building
  - ▶ There is no need to enter your name
  - ▶ The **Attention** and **Recipient Lines** are optional
  - ▶ Enter the appropriate information in the **Delivery Line**. This is a **required** field
- ▶ Enter the **City**
  - ▶ If your city is in Florida, select the County from the drop down list
  - ▶ If your city is not in Florida, select Out-of State, or Out-of-Country as appropriate
- ▶ Select the **State** or Out-of-Country as appropriate
- ▶ Enter the **Postal Code** (Zip Code)
- ▶ The **Comment** field is not currently being used
- ▶ **Can this address be published?**
  - ▶ Select **Yes** to allow this address to be published in the public Directory
  - ▶ Select **No** to keep this address out of the public directory. Note, it will be available for official university business
- ▶ Select **Active** as the status of this address
- ▶ When do you want the above address to be in effect?
  - ▶ Select **Indefinitely**
  - ▶ If this is a temporary address, you may select **Only during these dates**. Note, if you select this option, no address will appear after the last day in effect unless you enter one
    - ▶ Select the **First day in effect**
      - ▶ If you are *editing* this address, the date will reflect the last time the address was added
      - ▶ If you are *adding* this address, you can select the address you'd like this to be effective
    - ▶ Select the **Last day in effect**
      - ▶ Note, if you select this option, no address will appear after the last day in effect unless you enter one
- ▶ **Associated Phones** allows you to view the phone numbers associated/related to that address
  - ▶ To associate/relate phone numbers to a specific address, select **Relate Addresses and Phones** from the Browse Addresses/Phones menu
- ▶ Press the **Submit** button

View how your information will be displayed in the public directory:

- ▶ Select **Gatordex Home**
- ▶ Select **Published View**

If you need further assistance, please contact the UF Help Desk at (352)392-HELP or helpdesk@ufl.edu.



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Training & Development