

# How to update your directory and contact information

The UMES directories and listings of contact information updated with information from the Payroll & Human Resources system, also known as PHR. This page outlines the steps to check and update your contact information and office location.

## Step-by-step guide

1. Login to the PHR system by going to <https://phr.umd.edu/phrdataverification/dataverif?action=dataverif>. This site uses your College Park PHR username and password, not your UMES credentials.

**NOTE:** If you are an adjunct faculty employee and would like your directory information updated, you will need to contact our Human Resources office. Contact information can be found at <https://www.umes.edu/HR>. Cheryl Marshall 410-651-7650 / [cmmarshall@umes.edu](mailto:cmmarshall@umes.edu)

### Alternate Location

This website can also be accessed by going to the Time Entry website at <https://timesheets.umd.edu> and clicking on 'Display/Update Personal Data'.



Click Continue

LOGIN

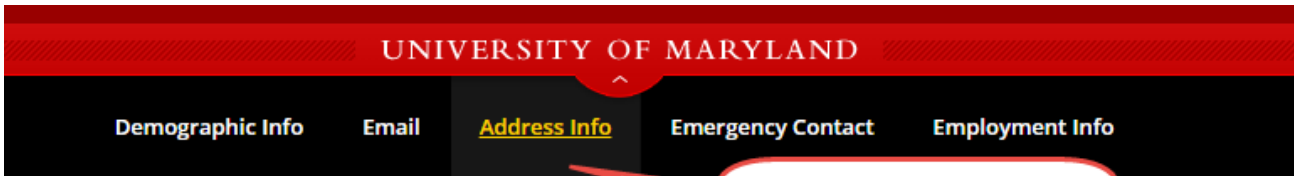
LOGIN SUCCESSFUL

Continue

NOTICE: Unauthorized access to this computer is in violation of Md. Annotated Code, Criminal Law Article 9-606 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. 1030 et seq. The University may monitor use of its computing resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 10, Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at <http://www.umd.edu/aup>.

By logging in to this/these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

2. Click "Address Info" and Scroll down the page and find the sections labeled Office Address Information



Click Address Info

**Office Address Information**

All employees must provide either an on-campus Building and Room or an off-campus Street, City, State, Zip and Country. Do NOT complete both sets of data.

On-Campus Address     Off-Campus Address

**Building** → Waters Hall

**Room** → 1100

\*No available on-campus building address.

**Office Phone**

**Office Phone i.e.(999) 999-9999** → (410) 651-1234

**Office Phone Extension i.e. 99999**

**Optional Cell Phone**

**Optional Pager #**

**Optional Fax #**

**Publish in public directories?**  Yes  No

**Publish in public directories?**  Yes  No

**Publish in public directories?**  Yes  No

Make sure to click "Save" to save your changes. The Changes should normally be reflected in the UMES online directory within 48 hours.

3. Be sure to select your Building and update Room as well as provide a phone number for Office Phone and Office Phone Extension.
4. For email address, be sure this address is your actual UMES e-mail address and ends with @umes.edu.



Click Email

**Email Address**

Change this address if you want your email forwarded from your current directory address (i.e. @g.umd.edu).

username@umes.edu

**Email Address Note**

While the data verification form may say to change this if you want your email forwarded, we highly suggest keeping this as your official UMES e-mail address. Not doing so impacts the ability of the system to update your records properly.

5. You will notice the 'Optional Title for Directory' is not editable. If you would like this changed please contact our Human Resources office. Contact information can be found at <https://www.umes.edu/HR>. Cheryl Marshall 410-651-7650 / [cmmarshall@umes.edu](mailto:cmmarshall@umes.edu)
6. To have your department updated, please submit a ticket at <https://help.umes.edu>

Sample, User  
Administrative Assistant I

Email: [sampleuser@umes.edu](mailto:sampleuser@umes.edu)

Phone: (410)651-1234

Office: JT Williams Administration Building - rm 1104

Department: Administrative Affairs

Submit a ticket at  
<https://help.umes.edu>  
with a request to update  
your department

7. When you are finished, be sure to click the 'Save Changes' button at the bottom.
8. If a person is no longer employed by the university, please submit a ticket at <https://help.umes.edu> to let us know so we can remove them from the system.

Any changes to this should be reflected in the UMES online directory within 24 hours.

## Related articles

- [How to update your directory and contact information](#)
- [Updating your ImageNow \(Perceptive Content\) Client](#)
- [Access to Virtual Desktops](#)
- [Website Management](#)
- [Employee Login Account Information](#)