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

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

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

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

6. To have your department updated, please submit a ticket at https://help.umes.edu

---

### 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**
  - Building: Waters Hall
  - Room: 1100

- **Off-Campus Address**
  - Street:
  - City:
  - State:
  - Zip:
  - Country:

---

### Office Phone

- **Office Phone**
  - (410) 651-1234

---

### 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.
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