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](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](https://www.umes.edu/HR). Cheryl Marshall 410-651-7650 / cmmarshall@umes.edu

   ![](image1)

   Alternate Location
   
   This website can also be accessed by going to the Time Entry website at [https://timesheets.umd.edu](https://timesheets.umd.edu) and clicking on 'Display/Update Personal Data'.

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

   ![](image2)

   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.

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

    Sample, User
    Administrative Assistant II

    Email: sampleuser@umes.edu
    Phone: (410)651-1234
    Office: JT Williams Administration Building - rm 1104

    Department: Administrative Affairs

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