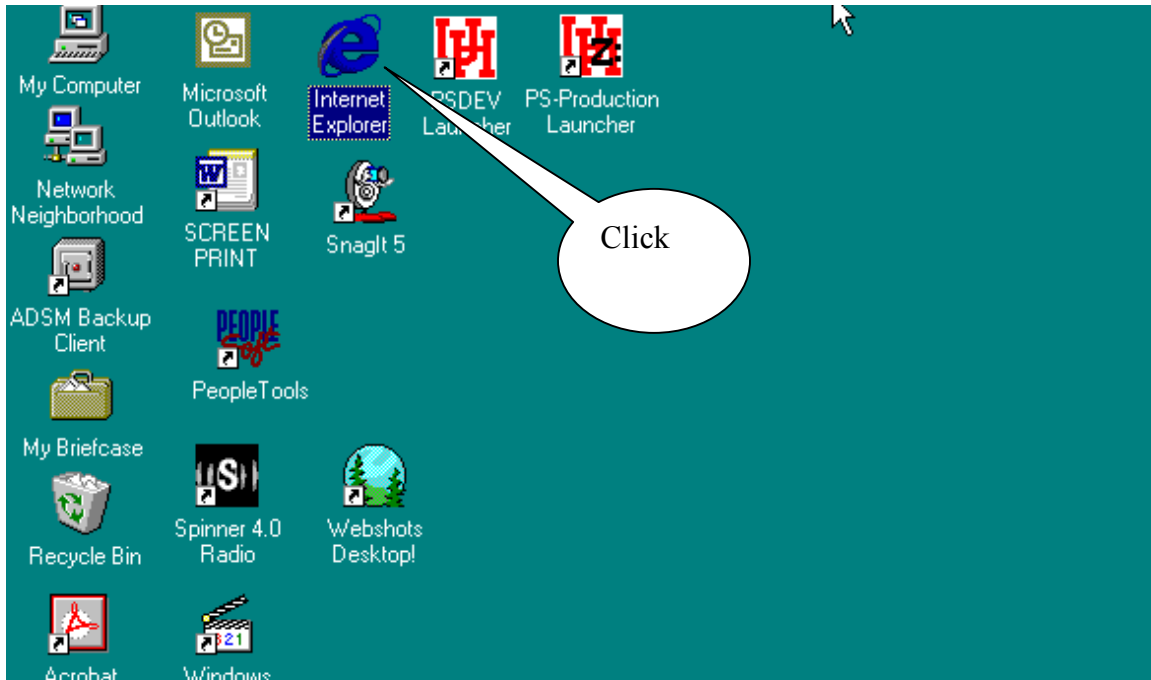


University of Houston System

PROCEDURE FOR CORRECTIONS ONLINE

1. Click on the Internet Explorer on the desktop,



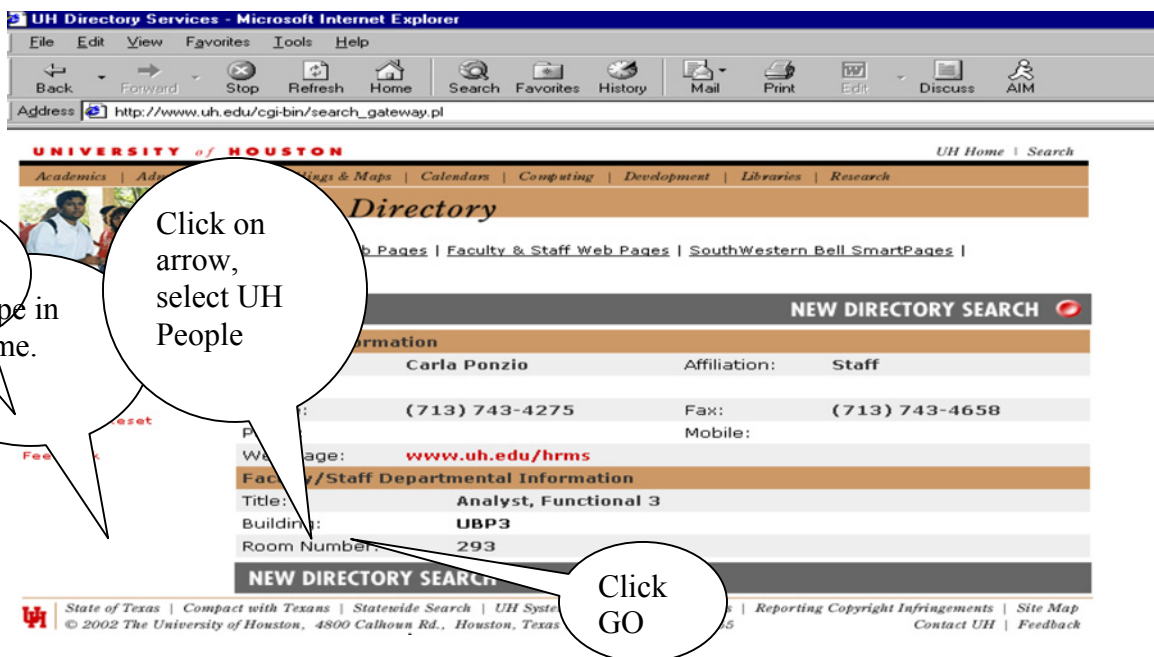
If the computer is not set to go right to the UH Home page, type in www.uh.edu in the search bar and click go.



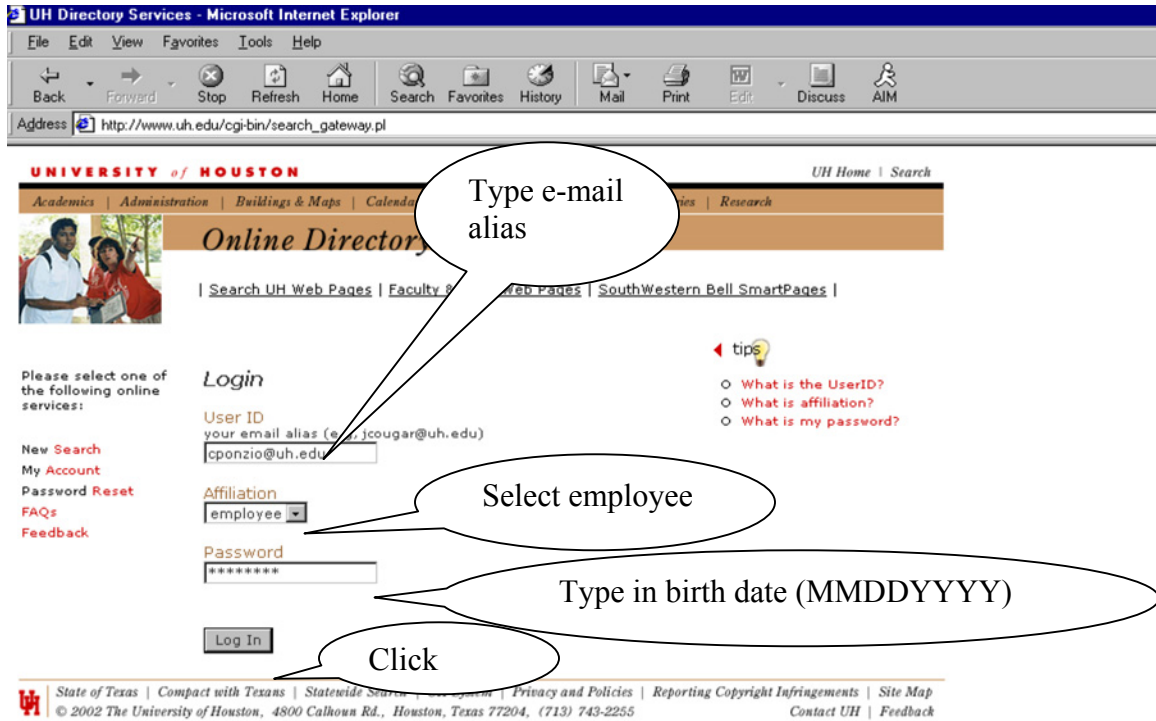
- This will bring up the UH Home Page. At the lower left hand corner of the page type in your name, click on the drop down arrow next to UH Web and select UH People, click go



- This will bring up the New Directory Search Screen, select My Account.



- Log into System, type in your e-mail alias (ie: cponzio@uh.edu), select employee, type in the password. The password is the employee birth date in this format MMDDYYYY (double digit month, double digit day, 4 digit year, no hyphens, dashes or slashes). Click Log In.



- This will open the welcome page, click on go next to Update your directory listing.




6. Type in changes to phone number, building number, room number, web address etc. and click on save changes button.

UNIVERSITY of HOUSTON UH Home | Search

[Academics](#) | [Administration](#) | [Buildings & Maps](#) | [Calendars](#) | [Computing](#) | [Development](#) | [Libraries](#) | [Research](#)

Online Directory

| [Search UH Web Pages](#) | [Faculty & Staff Web Pages](#) | [SouthWestern Bell SmartPages](#) |



Please select one of the following online services:

- [New Search](#)
- [My Account](#)
- [Password Reset](#)
- [FAQs](#)
- [Feedback](#)

Update Directory Listing

E-mail alias: All mail sent to your *UH e-mail alias* will be automatically forwarded to whatever e-mail address you type into the *forwarding e-mail* box below.

Campus office information: You may modify your campus office contact information here.

Building

Room #

Work Phone
() -

Optional contact information: If you have fax numbers or URL addresses you wish to appear in your UH online directory listing.

Fax
() -

Mobile
() -

Pager
() -

Web URL

Need assistance? If you have questions or require assistance, contact the Information Technology Support Center at (713) 743-1411, via e-mail at support@uh.edu or fill out a [Support Request Form](#).


Type in changes to building

Type change to room #

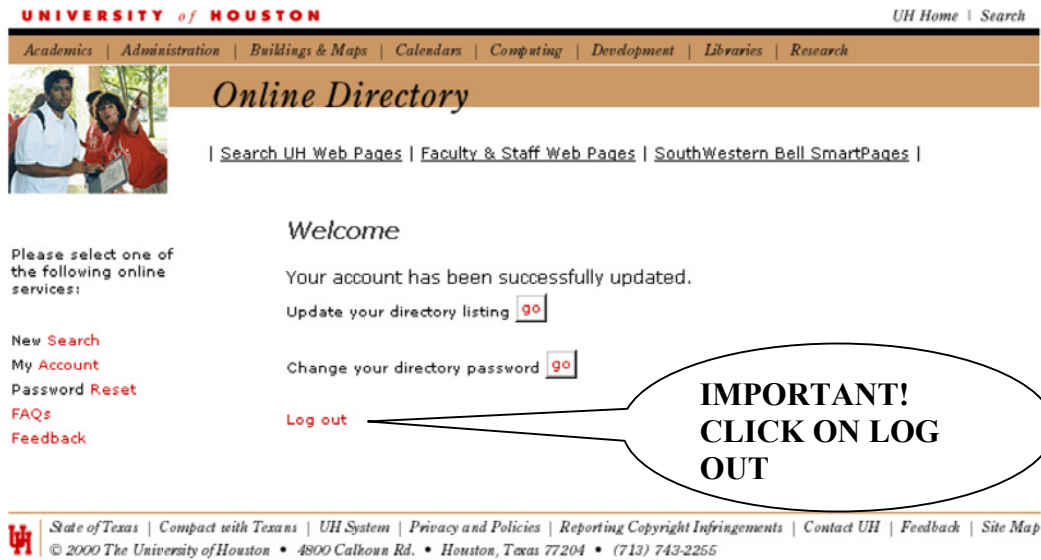
Type in change to work phone

Add/Change Fax #

Click

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- Once changes have been saved a confirmation screen will appear informing the employee the file has been updated. The employee must log out to prevent others from accessing their record.



- The employee must log off the Online Directory to avoid others having access to their account.

