Updating and Releasing Your Phoneboook Information

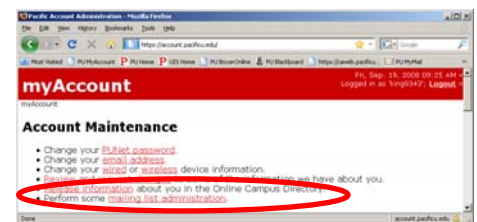## Faculty and Staff

Modifying Your Phonebook Information

1. Go to www.pacificu.edu

2. Click on **myAccount** and login with your PUnet username and password.

3. From the main menu of MyAccount, choose "Review and request changes to some of the information we have about you." This will bring up the Information Review page which summarizes information about you in university records.

4. To correct any of the information, choose the "Request changes…" link underneath the block of information you wish to modify. If updating your address information you have the option of editing your address or adding a new address.

5. You will be taken to a page where you can edit the text for any of the information fields. When you are finished, click "Request Changes."

6. Your request will be submitted to Human Resources, who will verify and post the changes. It may take 2 to 5 working days before the changes appear on the website.

Please note: when you are hired or change positions within the university, the paperwork filled out by your supervisor will prompt an automatic change of records by Human Resources which requires no action on your part. This change may take a few weeks, especially during the beginning of the academic year.

Releasing Your Phonebook Information

1. From the MyAccount main page, choose "Release information about you in the Online Campus Directory." This will take you to a page where you can choose to whom various pieces of information about you are made available.

2. Faculty and staff can choose to make their photo available to everybody, only to those with Pacific University accounts, or to none, as well as whether to publish the photo in this phonebook. Students can choose to have any of their information made available, unavailable or available only to those with Pacific University accounts.

3. Click "Update Records" when you are done to save your changes.

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