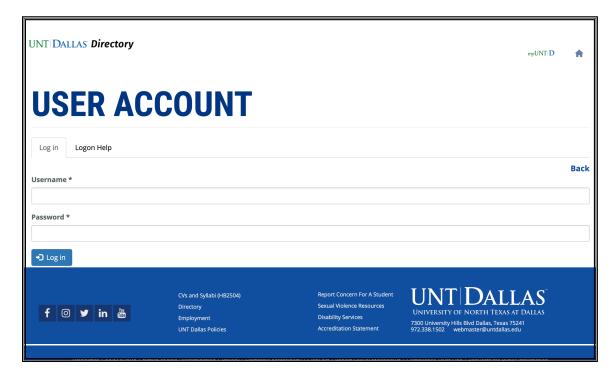
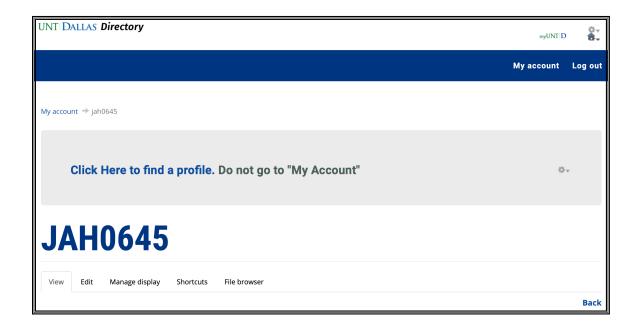
Editing the UNT Dallas Directory

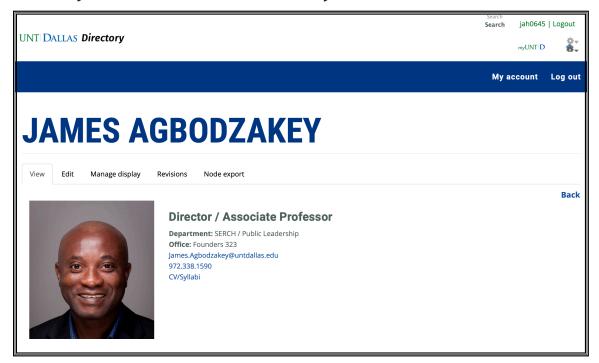
1. To login to the directory, enter your EUID and password at: directory.untdallas.edu/user



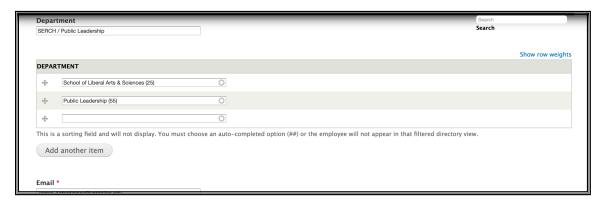
2. Once logged in, click the link to find your profile. Don't go to *My Account*, that is not related to your directory entry. If you are adding a new person to the directory find the Content tab at the top and click Add Content>>Employee. Then proceed to step 4 of this document.



3. Find your directory entry via the search box and then click on your name to view your profile page (example profile page below). Click the Edit tab below your name. (Note: You may not see all the tabs shown below)



4. Edit any fields you need to from this view. The *Department* field with the box around it determines what directories you show up in. If you change this, it must be to one of the pre-populated categories with a (##) beside it. No other entry will have any effect on your directory placement.



5. Important: You must scroll to the bottom and hit Save.

