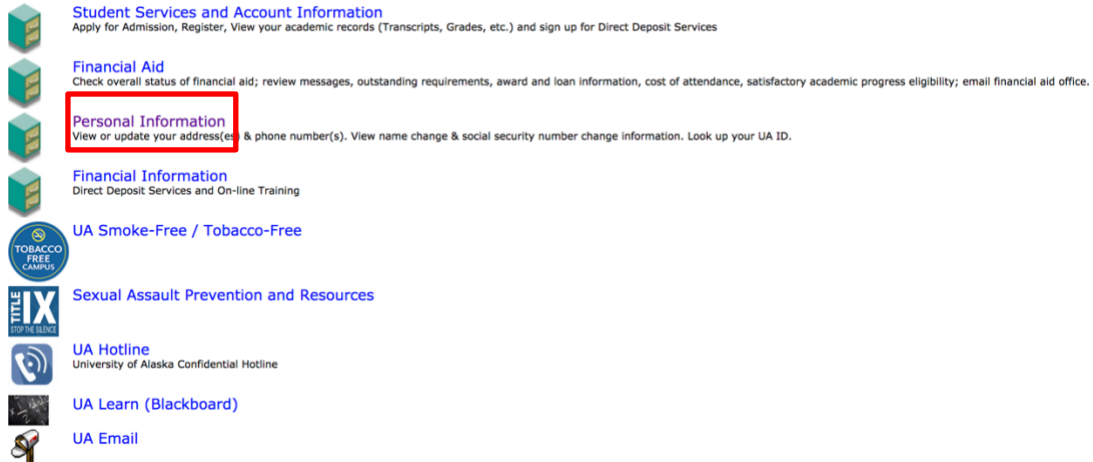To update your people.alaska.edu profile and to be on the listserv for your building, please follow the following steps.
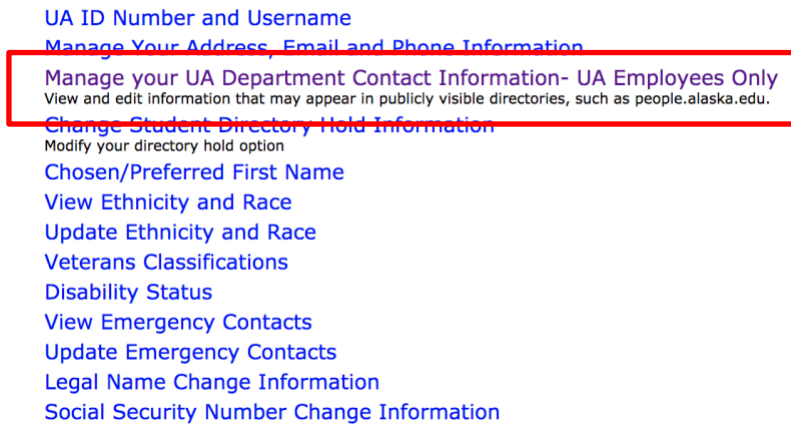
1. Log on at uaonline.alaska.edu.
2. Click on "Personal Information."

3. Next, select "Manage your UA Department Contact Information."

4. Complete or update your information in the form. "Building Name" is a drop-down menu. Once you select your building, it will populate the address information for you. You will also be added to the email listserv for that building.

5. Once updated, click "Submit Changes." Log out.

6. Your updates will be saved. It may take a couple of hours for your information to be updated on people.alaska.edu.