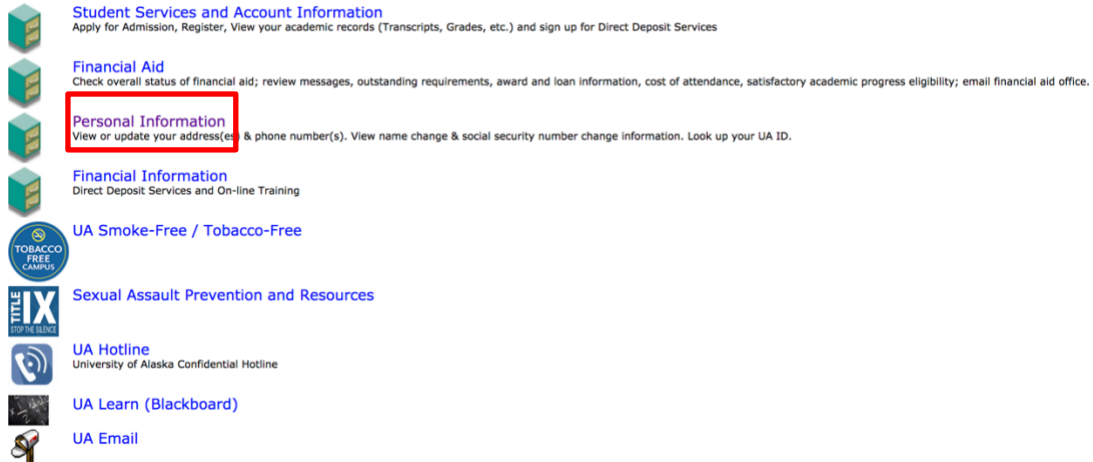


To update your people.alaska.edu profile and to be on the listserv for your building, please follow the following steps.

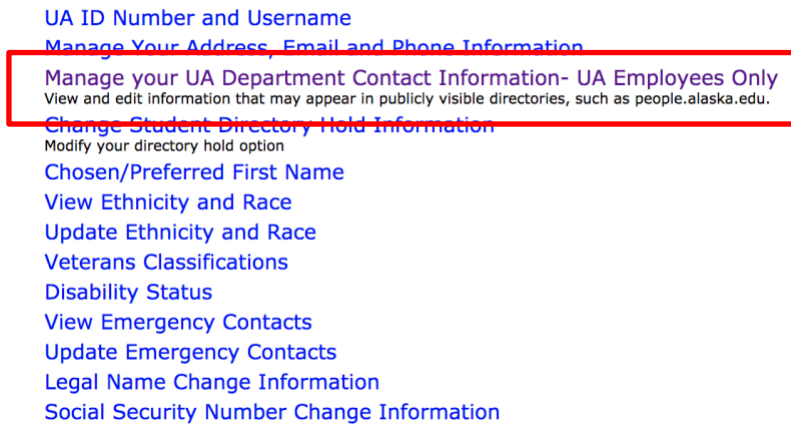
1. Log on at uaonline.alaska.edu.
2. Click on “Personal Information.”



The screenshot shows a vertical list of navigation links on the left side of a website. Each link is accompanied by a small icon. The 'Personal Information' link is highlighted with a red rectangular box. The text for each link and its description is as follows:

- Student Services and Account Information**
Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Services
- Financial Aid**
Check overall status of financial aid; review messages, outstanding requirements, award and loan information, cost of attendance, satisfactory academic progress eligibility; email financial aid office.
- Personal Information** (highlighted)
View or update your address(es) & phone number(s). View name change & social security number change information. Look up your UA ID.
- Financial Information**
Direct Deposit Services and On-line Training
- UA Smoke-Free / Tobacco-Free**
- Sexual Assault Prevention and Resources**
- UA Hotline**
University of Alaska Confidential Hotline
- UA Learn (Blackboard)**
- UA Email**

3. Next, select “Manage your UA Department Contact Information.”



The screenshot shows a list of navigation links. The link 'Manage your UA Department Contact Information- UA Employees Only' is highlighted with a red rectangular box. The text for each link and its description is as follows:

- UA ID Number and Username**
- Manage Your Address, Email and Phone Information**
- Manage your UA Department Contact Information- UA Employees Only** (highlighted)
View and edit information that may appear in publicly visible directories, such as people.alaska.edu.
- Change Student Directory Hold Information**
Modify your directory hold option
- Chosen/Preferred First Name**
- View Ethnicity and Race**
- Update Ethnicity and Race**
- Veterans Classifications**
- Disability Status**
- View Emergency Contacts**
- Update Emergency Contacts**
- Legal Name Change Information**
- Social Security Number Change 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.

Office Information
Please choose a building from the list or enter that information. UAA staff, please only use the buildings already listed, or your information may not appear correctly in the UAA directory.

Building Name

Physical Plant

Street Address

City

State

Zip

Room Number

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

The screenshot shows a web form with the following sections and fields:

- Buttons:** "Submit Changes" (highlighted with a red box) and "Discard Changes".
- Personal Information:**
 - Title: Building Coordinator Program Manager/Business Analyst
 - Expertise: [Empty text box]
 - Website URL: [Empty text box]
 - Website Label: [Empty text box]
 - ORCID ID: [Empty text box]
- Professional Contact Information:**
 - Assistant: [Empty text box]
 - Directory Phone: (907) 474-7093
 - Fax: (907) 474-2661
 - Additional Phone #: [Empty text box]
- Office Information:**

Please choose a building from the list or enter that information. UAA staff, please only use the buildings already listed, or your information may not appear correctly in the UAA directory.

 - Building Name: Physical Plant (dropdown menu)
 - Street Address: 803 Alumni Drive
 - City: Fairbanks
 - State: Alaska (dropdown menu)
 - Zip: 99775

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