Faculty-Staff Directory (Whois) - Change personal information

Action
To update your listing in the University's Faculty/Staff directory, you can follow the instructions below.

Instructions

Students

1. Log in to MyAlbany
2. Click on Personal Information and then the Personal Information Center. You will find the following categories that you can edit in your University record.

   Changes made in MyAlbany will take one business day to be reflected in the Faculty/Staff directory. The changes will also be reflected in the Global Address Listing in UAlbany Mail/Outlook.

   If your Organizational Unit, Title, or Demographic Information are incorrect, contact Human Resources Management and request the updated.

Employees

Please use the instructions from Human Resources at https://www.albany.edu/hr/empl-tools.php.

Additional Information

Names

- Your preferred name will be displayed in the public directory
- Your primary name will be used on all official University correspondence to you
- You can enter other name types including Degree and Maiden

Phone Numbers

- Your campus phone number will be displayed in the public directory
- You can enter other phone number types including Fax, Mobile, and Permanent

Addresses

- Your campus address will be displayed in the public directory
- You can enter other address types including Mailing and Permanent

Email Addresses

- Your campus email address will be displayed in the public directory
- You can enter other email addresses types including Personal and Other

Need more help? Contact the ITS Service Desk.