THE UNIVERSITY OF RHODE ISLAND

**Use this Quick Reference Guide (QRG)
to Update your URI Directory Phone Number so it gets updated in InfoEd.**

(Please note that HR data feed updates InfoEd weekly on Thursdays)

1. Sign into PeopleSoft and navigate to eCampus > Self Service > URI Directory Profile
2. Click on "Update All Phone Numbers"

3. **Set the "Phone Type" to Campus** and put in your phone number. Click "OK"

4. Click "Save" at the bottom of the page

Your phone number should now be updated in the directory. If you have any questions or experience any issues, please contact Paula Murray (pmurray@uri.edu) in HR Office.