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)

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

Favorites - Main Menu - Self Service		
Campus Solutions UNIVERSITY e-Campus	All V Search	>> Advanced Search
URI Directory Profile		
Directory Information ②		Directory Set Up
Name Title Department		On this page, you may choose to showlexclude your information from the URI Directory. For each section shown, click the check boxes to either hide default information and/or show
Preferred Name:	Hide Preferred Name from URI Directories	additional information.
First: M: Last: Campus Address / Phone / Fax: Hide Campus Address on URI Directories	P: Hide Campus Phone Fax from URI Directories	You may add or change your office or personal phone numbers by clicking the "Update All Phone Numbers" link. Spress II blue information displayed is incorrect, by change it by clicking the "Update Personal information" link below. If the link is not active, you music contact Human Resources to update your information.
Alt. Campus Address / Phone / Fax:	P:	Campus addresses are only updated by the Human Resources Department. Please allow 1 business day for changes to be reflected on the Directory.
Show Alt. Campus Address on URI Directories	Show Alt Phone/Fax on URI Directories	Update Personal Information
Home Address / Phone:	P:	State employees must submit a USP-5 to Human Resources to update their personal information (except phone numbers): HR Form USP-5
Show Home Address on URI Directories	Show Home Phone on URI Directories	

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

Favorites - Main Menu - Self Sen THE UNIVERSITY OF RHODE ISLAND BENEFICIAR COMPUS	ice pas	All 🗸	Search	
Directory Profile Phone Update				
Phone Type Code relephone 1 Campus V 001 4018745555	All [2] 📑 Fi	irst ④ 1 of 1 Preferred	Last+ -	
3 OK Cancel				

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.