

(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"

The screenshot shows the 'URI Directory Profile' page. On the right side, there is a section titled 'Update All Phone Numbers' with a red circle around the link. The page contains various fields for personal and campus information, including Name, Title, Department, and phone numbers.

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

The screenshot shows a 'Directory Profile Phone Update' dialog box. It has a table with columns for Phone Type, Code, Telephone, Ext, and Preferred. The 'Phone Type' is set to 'Campus', the 'Code' is '001', and the 'Telephone' is '401874555'. The 'Preferred' checkbox is checked. At the bottom, there are 'OK' and 'Cancel' buttons. Red boxes and numbers 1, 2, and 3 highlight the 'Phone Type' dropdown, the 'Telephone' field, and the 'OK' button respectively.

Phone Type	Code	Telephone	Ext	Preferred
Campus	001	401874555		<input checked="" type="checkbox"/>

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

The screenshot shows the 'URI Directory Profile' page. A red arrow points from the top right towards the 'Save' button at the bottom left of the page. The page contains various sections for updating personal and campus information.

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](mailto:pmurray@uri.edu)) in HR Office.