University of Houston Syst

PROCEDURE FOR CORRECTIONS ONLINE

1. Click on the Internet Explorer on the desktop,



If the computer is not set to go right to the UH Home page, type in <u>www.uh.edu</u> in the search bar and click go.



2. This will bring up the UH Home Page. At the lower left hand corner of the page type in your name, click on the drop down arrow next to UH Web and select UH People, click go



3. This will bring up the New Directory Search Screen, select My Account.



4. Log into System, type in your e-mail alias (ie: <u>cponzio@uh.edu</u>), select employee, type in the password. The password is the employee birth date in this format MMDDYYYY (double digit month, double digit day, 4 digit year, no hyphens, dashes or slashes). Click Log In.

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Academics Administra	tion Buildings & Maps Calenda Online Director
	Search UH Web Pages Faculty 8 / CED Pages SouthWestern Bell SmartPages
Please select one of the following online services:	Login User ID your email alias (e.r.)cougar@uh.edu)
iew Search Ay Account aassword Reset AQs eedback	Affiliation Select employee
	Type in birth date (MMDDYYYY)
	Log In Click

5. This will open the welcome page, click on go next to Update your directory listing.



6. Type in changes to phone number, building number, room number, web address etc. and click on save changes button.

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Academics Administr	ration Buildings & Maps Calendars Computing Development Libraries Reset	arch
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lease select one of he following online ervices:	Update Directory Listing E-mail alias: All mail sent to your UH e-mail alias will be automatica forwarded to whatever e-mail address you type into the forwarding	Type in changes to building
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	Work Phone (713) 743 - 4275 Type in change to w	ork phone
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	Add/Change Fa	ax #
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	Web URL http://www.uh.edu/hrms Click	
	save changes	
	Need assistance? If you have questions or require assistance, contact the Information Technology Support Center at (713) 74 1411, via e-mail at support@uh.edu or fill out a Support Reques Form.	3- st

7. Once changes have been saved a confirmation screen will appear informing the employee the file has been updated. The employee must log out to prevent others from accessing their record.

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Academics Administra	tion Buildings & Maps Calendars Computing Development Libraries Research	
ROP	Online Directory	
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Please select one of the following online services:	Your account has been successfully updated.	
	Update your directory listing 90	
New Search My Account Password Reset	Change your directory password 90	
FAQs Feedback	Log out CLICK ON	LOG
State of Texas Comp	act with Texans UH System Privacy and Policies Reporting Copyright Infringements Contact U	H Feedback Site Maj

8. The employee must log off the Online Directory to avoid others having access to their account.

Sign-on to UH Directory Logging Out To Log Out and prevent other users from opening your account, you must quit and restart your browser window. Close	TIPS online DIRECTORY
Logging Out To Log Out and prevent other users from opening your account, you must quit and restart your browser window.	H Directory
Close	To <i>Log Out</i> and prevent other users from opening your account, you must quit and restart your browser window.
	Close