POLICY

The UF directory is the sole authoritative source of employee addresses and is used to generate mailings for W-2s, benefits information, and other important campus-wide updates. All Residents and Fellows are required to maintain current contact information in the UF directory.

Residents are to update this information by accessing MyUFL at http://my.ufl.edu using their Gatorlink Username and Password.

To edit contact information:

- Go to My Account in the MyUFL Menu
- Click on Update My Directory Profile
- Your Directory Profile will appear
- Review the following sections and update as appropriate.
  - E-Mail - the @jax.ufl.edu e-mail address is required while you are an active UFCOM-J resident; your personal e-mail address is required when you leave the University after training
  - Work Data – UFCOM-J Departmental information is required for all trainees; terminating residents should remove this information using the “to remove this information check box” as no data is required once the individual leaves the University
  - Local Home Address – UFCOM-J residents are expected to maintain their home address in the directory. Terminating residents are required to enter their “new” forwarding address information.
  - Permanent Home Address – If the permanent home address is the same as the local home address, the information can be populated using the “If the address is the same as the local address, check this box”. Otherwise, the resident is expected to enter their permanent home address information. The permanent home address is where the W-2 will be sent each year. Foreign nationals are required to maintain a foreign address for tax purposes and therefore should input their foreign address in the Permanent Home Mailing Address field.
- Click on the Submit button and changes will be entered.

For MyUFL Login problems or problems accessing “My Account”, Residents are to call the help desk at (352) 392-HELP(4357) during the following hours with their Gatorlink Username and UFID. Helpdesk hours are: Sun-Thu 8:00am-10pm and Fri 8:00am-5pm