

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs

Approval Date: 11/2/21	Subject: UF Directory Contact Information	Page 1 of 1
Approved by:		Revised Date: 4/30/07; 5/18/10; 3/4/16; 4/3/17; 10/7/21
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POLICY

The UF directory is the only address source used by the University to mail W-2s , benefits information, and other important campus-wide documents. 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:

- From the **MyUFL Main Menu**, select **My Account**
- Click on **Update My Directory Profile**
 - Review the following sections and select "EDIT" if updates are needed.
 - E-Mail - the @jax.ufl.edu e-mail address must be listed as the business e-mail; your personal e-mail address must be entered as part of your termination clearance
 - Personal Phone Numbers
 - Work Phone Numbers
 - Primary Business Phone - refers to the number used for patient contact
 - Mobile Business Phone – refers to your pager or personal cell number if used for consults while on duty
 - Alternate Business Phone – refers to your coordinator/office number
 - Personal Addresses
 - Work Addresses
 - Emergency Contact
 - 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) and provide their Gatorlink Username and UFID. The UF Computing Help Desk is available by phone 24 hours a day, 7 days a week

Name

Legal Name ⓘ

Chosen Name ⓘ

Directory Name ⓘ

Email

Personal Email

Business Email ⓘ

Personal Phone Numbers

Primary Personal Phone

Mobile Personal Phone ⓘ

Alternate Personal Phone

Work Phone Numbers

Primary Business Phone

Mobile Business Phone ⓘ

Alternate Business Phone

Personal Addresses

Street Address ⓘ

Mailing Address ⓘ

Legal Address ⓘ

Work Addresses

Business Street Address ⓘ

Business Mailing Address ⓘ

Other Attributes

UFID

Gatorlink

Department

Title ⓘ

ORCID ⓘ

Primary Affiliation

GATOR 1 NO

UFPN

Emergency Contact

Please provide contact information if something happens to you.

Primary Contact ⓘ

Relationship

Address

Phone

Mobile Phone

Email

UF Alerts [EDIT](#)

The UF Alert system is used to notify faculty, students and staff about significant emergencies and dangerous situations involving a potential or immediate threat to the health or safety of students or employees occurring on or near the listed UF campus and UF Health locations. Emergency-response leaders will send email and/or text notifications to communicate key information and instructions about emergencies. Please check your location preferences to opt into or out of the listed groups to receive associated notifications.

The University will send test messages to ensure the system is functioning and you are receiving the alert messages.

When receiving text messages your carrier's standard messaging rates apply.

Mobile number to receive alerts

Yes, send me alerts for these locations:

- System Wide (Everyone will receive system wide alerts)
- UF Alert-Gainesville (UF Campus in Gainesville, FL)
- UF Alert-Lake Nona (Lake Nona RAC in Orlando, FL)
- UF Alert-Shands (UF Health Shands Hospital in Gainesville)
- UF Alert-Jacksonville (UF Health Center in Jacksonville, FL)

Publish Preference

If you set the "Publish my personal contact information" toggle on, your personal contact information can be made available in public directories or public searches of UF information.

If you set the "Publish my personal contact information" toggle off, your personal contact information will not be made available in public directories or public searches of UF information.

Publish my personal contact information

Based on your current setting, your personal contact information will NOT be made available in public directories or public searches of UF information.

Please note:

- Your SSN is never published by the University of Florida
- Setting the "Publish my personal contact information" toggle off is NOT the same as restricting release of directory information (privacy hold) under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, also known as the Buckley Amendment.
- A student who wishes to place a privacy hold under FERPA must contact the Office of the University Registrar at help@registrar.ufl.edu, 352-392-1374, or 222 Criser Hall.