

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Graduate Medical Education

POLICY: UF Directory Contact Information	
Approved by: GMEC	Page(s): 1 of 2
Approval date: 11/5/2024	Reviewed date: 4/3/17
Effective date: 1/11/2005	Revised date: 4/30/07; 5/18/10; 3/4/16; 4/3/17; 10/7/21; 10/1/24

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

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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 info something happen to you.
	Primary Contact ⓘ
	Relationship
	Address
	Phone
	Mobile Phone
	Email

UF Alerts

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
1 904 571 2848

Yes, send me alerts for these locations:

- ☒ System Wide (Everyone will receive system wide alerts)
- ☒ [REDACTED] us 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.