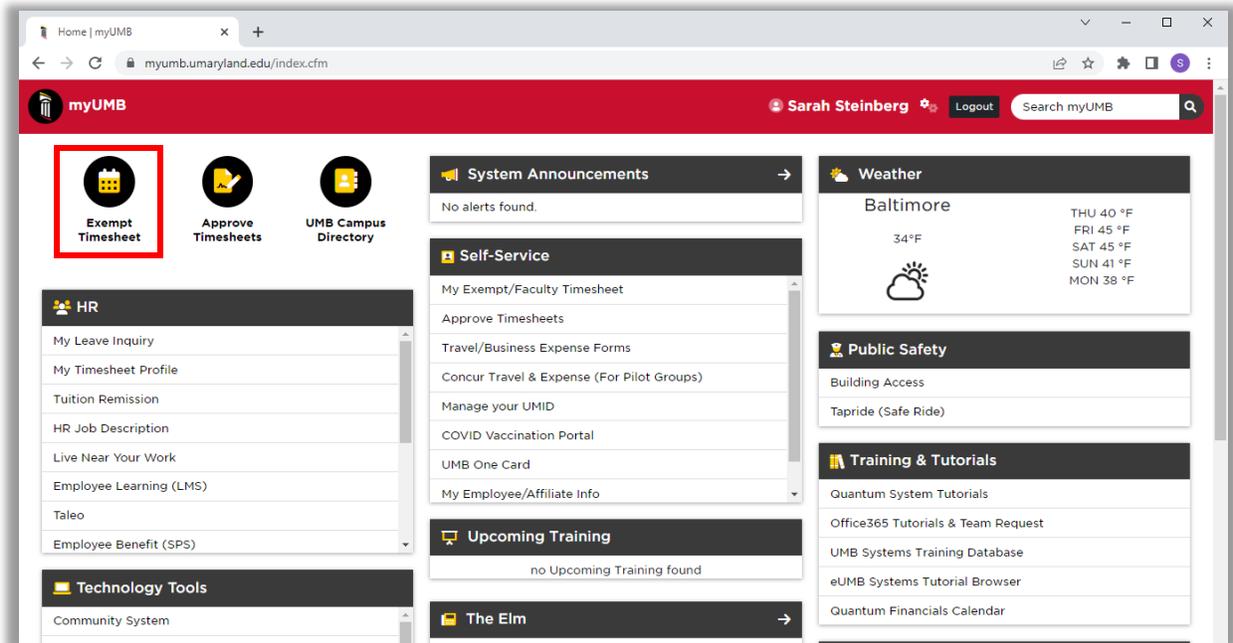


Updating UMB Directory Information via myUMB Portal

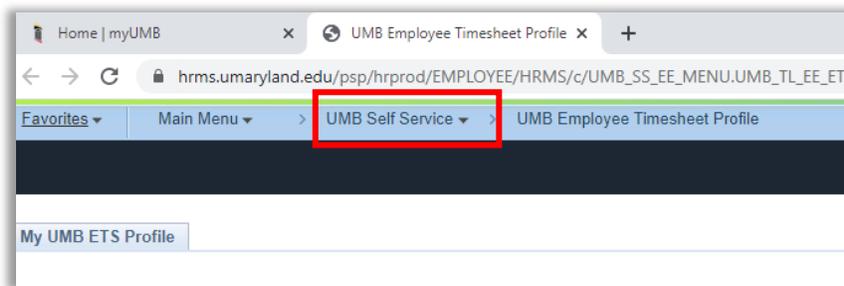
UMB employees have the ability to update their information that appears in the UMB online directory. This includes Functional Title, Location and Phone Number.

Updating UMB Directory Information

- Login to the myUMB Portal at <https://myumb.umaryland.edu/>
- In the UMB Icon section, click the **Timesheet** icon (Exempt/Non-exempt).



- The Timesheet Profile page will appear. In the top header/navigation area, click the **UMB Self Service** menu.



- Select **UMB Personal Information** from the dropdown menu.

- To change your title, location, or phone number, click the **Change** button below the appropriate section.

▼ Location and Functional Title

Functional Title
Manager, IT Training & Communications
Change Title/Location/Essential Employee Designation <small>Functional title is for Phonebook and Campus Directory only.</small>

▼ Phone Numbers

Phone Numbers		
Phone Type	Phone Number	Preferred
Campus	410/706-1155	<input checked="" type="checkbox"/>
Home		<input type="checkbox"/>
Change phone numbers		

- Make the desired changes and click **Save**.
- Changes will appear the next day in the UMB Directory.