Keep Your Telephone and Address Information Up To Date

In MyCentral, you will be asked periodically to validate your telephone and address information. Do this by navigating to the Home Tab within MyCentral, and scrolling down. On the right side of the page, you'll see a box labeled "UCM Personal Information". Click on the link called "Update Address, Phone, Email, and Emergency Contacts", keeping the following in mind as you do so:

Campus Directory - Address and Telephone Information

The Campus Directory Listing is the number that will be published in the UCM Online Directory.

Individual (Direct Line) Telephone and Actual Address Information

The Direct Line is the phone number that is your **primary/individual** number. You'll need to validate this number, even if you don't want that number published in directories. If you don't validate that number, you will not be able to use all the advanced features of Unified Communications.

Please note: If you try to enter a phone number for your Direct Line that has already been assigned to another user, you will receive an error message. You will need to contact the TSC for assistance.

Your Physical Campus Address

This is very important! You need to keep your physical address updated in MyCentral whenever you move so that Emergency 911 calls present the correct data to dispatchers who answer those calls. **You will need to change your own physical address each time you move to a different campus office and notify the TSC of any location changes so that records can be updated.**

If you have any questions about your data or how to validate your information, please contact the Technology Support Center at 660-543-4357 or tsc@ucmo.edu.