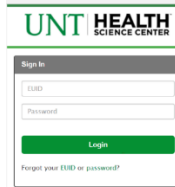# Campus Online Directory: Adding Office Phone Number and Office Location

The UNTHSC online directory does not automatically populate individual office locations or phone numbers. The following are instructions for adding both.

1. Go to my.hsc.unt.edu
2. Login using your EUID and password

3. In the left pane select "Personal Information"
4. Under Personal Information you will see "Addresses" and "Phone Numbers" listed


5. Select "Addresses"   **Note:** If editing an existing work address, see end of document.
   a. First-time entry instructions:
      i. Select "UNTS Work" for "*Address Type," click "Add"
      ii. On the 1st address line, enter your Building abbreviation in all caps and room number only (ie. LIB 202). Please do not enter a street address; this is only for our internal campus online directory, no outside people will see the Work address entry.
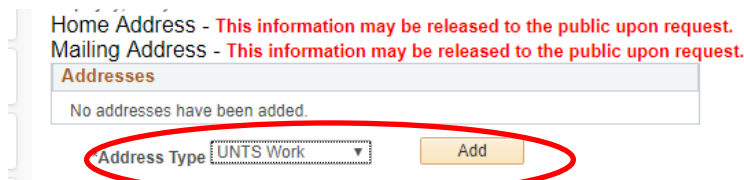
   b. A window will pop-up stating that it could not match the address. This is normal, select "Use address as entered"
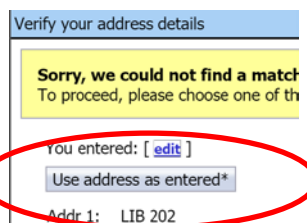
6. In the left pane under "Personal Information" select "Phone Numbers"
7. Add office phone in "Phone Number where I may be reached on campus:," Save.
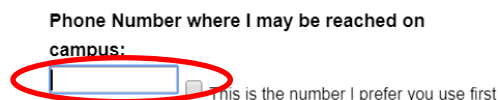
**If you relocate to a different office or your campus phone number should change, please update the pertinent information.

***Editing an existing work address:

>Select "Addresses" in the left pane under "Personal Information"
>>i. In the chart you will see "UNTS Work," click the <u>pencil</u> icon at the end of the row to edit your office location, enter new office location, building (all caps) and room number, Save.

UNTS Work	Current	06/19/2017	USA	LIB 202	🖉

>>ii. A window will pop-up stating that it could not match the address. This is normal, select "Use address as entered"

Verify your address details

Sorry, we could not find a match
To proceed, please choose one of th

You entered: [edit]
Use address as entered*

Addr 1:   LIB 202