This document describes how to find and change information in your own entry in the U-M Online Directory from the web. It also includes information about the privacy of your directory entry.

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Getting to the U-M Online Directory
NOTE: If you are a dial-in user, first make your dial-in connection to the Internet before trying to access the U-M Online Directory.

Use your web browser to open this URL:
http://directory.umich.edu

Finding An Entry
1. Go to the directory (http://directory.umich.edu).
2. In the text box in the upper left corner of your browser window, type the uniqname or first and last names of the person whose entry you want to find—or type the name of the e-mail group whose entry you want to find.

HINT: It’s a good idea to search for your own entry and check it to be sure everything is correct.
3. Click Search.
4. The entry you were searching for will be displayed.
   NOTE: If more than one person or group in the directory has the name you searched for, you will see a list of entries from which to select. Click the one you want.

Changing Your Entry
There are several reasons you might want to change your entry:

• Change your address or phone number.
The U-M Online Directory Via the Web: Finding and Changing Your Personal Entry

- Add a fax number or other new information.
- Set a vacation notice to let your e-mail correspondents know you are away from e-mail.
- Make your personal information private so others cannot see it—or make it not private so they can.

**NOTE:** The U-M Online Directory is updated regularly from the U-M Human Resources and Affirmative Action (HRAA) and Office of the Registrar’s databases. This means that any changes you make to your directory entry to the information maintained by these offices (such as address and phone number) will be overwritten by these updates unless you disable the automatic update feature. For instructions on how to do this, see “Disabling the Automatic Updating of Your Entry” on page 3. If information about you changes, these offices should be notified.

Note that the regular update does not overwrite information that is not maintained by HRAA and the Registrar, such as your vacation notice, related web page, and favorite beverage listing.

1. Go to the directory ([http://directory.umich.edu](http://directory.umich.edu)).
2. Click the **Bind** button. (Before you can make changes to your entry—and to any group entries you own or entries that you are proxy to—you must “bind” to the directory as yourself.)

3. At the weblogin screen, enter your uniqname and UMICH password, then click **Login**.
4. Your uniqname will now be displayed in the upper right corner of your browser window under the **Help** button. Click your uniqname to display your directory entry.

5. Click the **Modify** button.

**NOTE:** The **Modify** button is grayed out until after you bind to the directory and display an entry that you are permitted to modify. The **Modify** button then becomes clickable.

6. Make your desired changes.

**HINT:** The text boxes, radio buttons, and checkboxes indicate where you can make changes. For information about any part of your directory entry, click the ? icon next to the part you want to know more about.
7. Click the **Save Changes** button.

![Image of the U-M Online Directory](image)

8. Click the **Unbind** button when you are finished using the directory.

![Image of the Unbind button](image)

9. Click the **logout** link (in the lower right corner of the window) when you are finished using U-M web-authenticated applications.

![Image of the logout link](image)

10. Quit or exit your web browser before leaving your computer.

**Disabling the Automatic Updating of Your Entry**

If you wish, you can disable the regular updates of your entry. If you do, you will be responsible for changing your address in your entry if you move and keeping the other fields in your entry up to date. Note that you cannot change your affiliation; the regular updates will continue to provide information about your University affiliation even if you disable the update for the other information.

1. Go to the directory (**http://directory.umich.edu**).
2. Click the **Bind** button.
3. At the weblogin screen, enter your uniqname and UMICH password, then click **Login**.
4. Your uniqname will now be displayed in the upper right corner of your browser window under the **Help** button. Click your uniqname to display your directory entry.
5. Click the **Modify** button.
6. Scroll down to the bottom of your entry. Under the **Prevent Batch Updates From Changing My Settings** heading, click the radio button next to **True** to indicate that it is true that you want to prevent batch updates from the central databases.
7. Click the **Save Changes** button.
8. When you are finished working with your entry, click the **Unbind** button. Click the **logout** link (in the lower right corner of the window), and quit or exit your browser before leaving your computer.
CAUTION! Changes you make to your U-M Online Directory entry are not sent back to HRAA or the Office of the Registrar. These offices maintain people’s official University Records. Therefore, you will need to notify the appropriate office directly if your address, phone number, or other information changes.

- **Students** can use Wolverine Access ([http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)) to update their official University Record. Click **Student Business** and go from there.
- **Faculty and staff** can update their home address and telephone number using Wolverine Access ([http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/)). Click **Human Resources** (you will be asked to log in), then **Personal Information**, then **Address and Phone Number**, then **Modify/Delete**.

There may be a delay of up to one month after a change is made in Wolverine Access (which updates the official student record in the Office of the Registrar database) or processed by HRAA before the U-M Online Directory is updated with the new information.

**Keeping Information Out of the Online Directory**

There are three ways you can keep information out of the U-M Online Directory:

- Change your directory entry to **disable the automatic updating feature**. (Change your entry so that **Prevent Batch Updates From Changing My Settings** is set to **True**. See the “Disabling the Automatic Updating of Your Entry” instructions on page 3.) Note that this will not affect what information the U-M telephone operators are permitted to release about you, and it will not affect the printed U-M phone directory.

- Change your directory entry to **designate it as private**. (Change your entry so that **Privacy** is set to **True**.) Setting your entry to be private hides most of the information in your directory entry from anyone—other than yourself—who views it. This does not affect what is printed in the paper U-M phone directory, what the U-M telephone operators are permitted to release, or what the Student Locator phone line can release.

To designate your entry as private, do the following:

1. Go to the directory ([http://directory.umich.edu](http://directory.umich.edu)).
2. Click the **Bind** button.
3. At the weblogin screen, enter your uniqname and UMICH password, then click **Login**.
4. Your uniqname will now be displayed in the upper right corner of your browser window under the **Help** button. Click your uniqname to display your directory entry.
5. Click the **Modify** button.
6. Scroll down to the bottom of your entry. Under the **Private** heading, click the radio button next to **True** to indicate that it is true that you want to make your entry private. Most of the information in your entry will be hidden. You will still be able to see your full entry after binding to the directory.
   
   **HINT:** To make an entry **not** private, so that complete information is displayed, click the radio button next to **False**.
   
   **HINT:** To see what information is visible to others, look at your directory entry when you are not bound to the directory.
7. Click the **Save Changes** button.
8. When you are finished working with your entry, click the **Unbind** button. Click the **logout** link (in the lower right corner of the window), and quit or exit your browser before leaving your computer.

- **Notify the Registrar’s Office** (if you are a student) or **Human Resources and Affirmative Action** (if you are faculty or staff) of your desire to keep your information private (see **Additional Privacy** below). This is the only option that also limits what appears in the printed
Additional Privacy

Students: The Family Educational Rights and Privacy Act of 1974 (FERPA) states that you have the right to request that directory information about you not be released. You should carefully consider the consequences of that action before making the decision to do so. Information is not withheld selectively. If you choose to have directory information withheld, it is withheld from everybody who inquires.

The University of Michigan has designated the following items as “directory information:” (1) name, (2) permanent and local address and telephone, (3) U-M school or college, (4) class level, (5) major field, (6) dates of attendance at U-M, (7) degree received and date awarded, (8) honors and awards received, (9) participation in recognized activities, (10) previous school(s) attended, and (11) height and weight of members of intercollegiate athletic teams.

If you wish the University not to release those items designated as directory information, you must file a written request to that effect with the Registrar’s Office during each term you are enrolled. For more information, see the Office of the Registrar’s Student Rights and Student Records web page (http://www.umich.edu/~regoff/rights.html).

Faculty and staff: Faculty and staff may request that their home address and phone number not be published by using Wolverine Access (http://wolverineaccess.umich.edu/). On the Wolverine Access site, select Human Resources (you’ll be asked to log in), then Personal Information, then Address and Phone Number, then Modify/Delete. On the Modify/Delete Current Address page, check the checkbox next to Do Not Publish in the printed Faculty/Staff Directory, and save your changes. That information will then be withheld from both the printed and online directories. Also, the University telephone operators will not give that information to callers who request it.

Setting a Vacation Notice

The U-M Online Directory provides a vacation notice service, which allows you to inform correspondents that you are on vacation and will read their e-mail when you return. With the vacation notice turned on, when someone sends you e-mail, they receive an automatic response letting them know you are unavailable. You can enter your own vacation message to be sent. If you do not enter a message, this text will be used: “I am currently out of email contact. Your mail will be read when I return.”

There are a few things you should know about using the U-M Online Directory vacation notice:

- The vacation notice takes effect immediately, so set it just before you leave on vacation.
- The vacation service keeps track of who sends you mail while you are away, and only generates one automated reply to a given sender in a three-day period.
- Your vacation notice will be sent to correspondents who send mail to you using an address in the form of firstname.lastname@umich.edu or youruniqname@umich.edu. They won’t receive your vacation notice if they send mail to you using an address such as firstname.lastname@mailgw.surg.med.umich.edu or youruniqname@engin.umich.edu.
- The vacation service only generates an automated reply if
  - your e-mail address appears either in the To or Cc field of the message sent to you.
  - the message does not come from an address of the form something-request@host or have a “Precedence: bulk” or “Precedence: junk” header line. (This prevents automated replies from being sent to mailing lists to which you subscribe.)

Turning On the Vacation Notice

1. Go to the directory (http://directory.umich.edu).
2. Click the Bind button.
3. At the weblogin screen, enter your uniqname and UMICH password, then click Login.
4. Your uniqname will now be displayed in the upper right corner of your browser window under the Help button. Click your uniqname to display your directory entry.
5. Click the Modify button.
6. Scroll down to the On Vacation heading, and click the radio button next to True to indicate that it is true that you are on vacation.
7. In the Vacation Message box immediately below the radio button, type the message you would like sent to people who send you e-mail while you are on vacation.
8. Click the Save Changes button.
9. When you are finished working with your entry, click the Unbind button. Click the logout link (in the lower right corner of the window), and quit or exit your browser before leaving your computer.

**Turning Off the Vacation Notice**

When you return from vacation, be sure to turn off the vacation notice.

1. Go to the directory (http://directory.umich.edu).
2. Click the Bind button.
3. At the weblogin screen, enter your uniqname and UMICH password, then click Login.
4. Your uniqname will now be displayed in the upper right corner of your browser window under the Help button. Click your uniqname to display your directory entry.
5. Click the Modify button.
6. Scroll down to the On Vacation heading, and click the radio button next to False to indicate that it is false that you are on vacation.
7. In the Vacation Message box immediately below, delete the message text if you wish. The text is only used when On Vacation is set to True.
8. Click the Save Changes button.
9. When you are finished working with your entry, click the Unbind button. Click the logout link (in the lower right corner of the window), and quit or exit your browser before leaving your computer.

**Designating a Proxy to Modify Your Entry**

You may designate one or more proxies who can make changes to your individual entry in the U-M Online Directory. This is useful in situations where you want someone else, such as a departmental secretary, to be able to modify your directory entry in your absence. For example, you might want a proxy to be able to set a vacation notice for you, change your mailing address, and/or subscribe you to e-mail groups.

In order to be designated as a proxy, a person must also have his or her own individual entry in the U-M Online Directory, as well as a uniqname and UMICH password. Please be careful to designate only someone you trust as a proxy. Once someone has proxy access to an U-M Online Directory entry, that person can change all of the fields that the owner of the entry can change.

To give someone proxy access to your entry, perform the following steps:

1. Click the Bind button.
2. At the weblogin screen, enter your uniqname and UMICH password, then click Login.
3. Your uniqname will now be displayed in the upper right corner of your browser window under the Help button. Click your uniqname to display your directory entry.
4. Click the Modify button.
5. Scroll down to the **Proxy** text box and enter the uniqname of the person whom you want to designate as your proxy.

7. Click the **Save Changes** button.

8. When you are finished working with your entry, click the **Unbind** button. Click the **logout** link (in the lower right corner of the window), and quit or exit your browser before leaving your computer.

**How Proxies Can Change an Entry**
The person designated as your proxy must bind to the directory as himself or herself, using his or her uniqname and password (not yours). The proxy will then be able to change your entry.

**Additional Resources**
Visit ITCS’s Information System (http://www.itd.umich.edu/itddoc/) to obtain ITCS computer documentation and other resources. A list of relevant documents follows.

*Working With E-Mail Groups Using the U-M Online Directory On the Web (S4277)*

*Forwarding or Redirecting Your E-Mail Using the U-M Online Directory Via the Web (S4279)*

We welcome your comments; please send e-mail to **itd.doc.comments@umich.edu**.

**ITCS’s Online Help Desk** (http://www.itd.umich.edu/help/) provides a variety of computing help resources.

For further help using the U-M Online Directory, send e-mail to **online.consulting@umich.edu** or phone (734) 764-HELP.

**Appendix: The Parts of Your Entry**
Your directory entry consists of a number of fields, most of which you can change. You may not see all of them if you simply look at your entry. To see them all, bind to the directory, display your entry, and click the **Modify** button.

- **Also Known As**. A list of names or nicknames that you are also known as and that others can use when sending you mail or searching the directory for your entry. For example, if your name were Barbara Jensen, you might also want people to find you as Babs Jensen. You cannot add names to **Also Known As** yourself. Send e-mail to **nicknames@umich.edu** to request additions.

  A nickname should include your legal last name plus some shortened form of your first name. Previous legal names, maiden/birth names, middle names, and reasonable alternate spellings for names are also acceptable, as are initials plus your last name. The nickname or variation of your name will need to have at least two words, be recognizable as derived from your full name, and include your surname. It will also need to have your surname be the last word.

- **Private**. Can be set to **True** (private) or **False** (not private). Setting your entry to be private hides most of the information in it from anyone—other than yourself—who views it. This does not affect what is printed in the paper U-M phone directory, the student directory (published each fall), or the Housing directory.

- **Do Not Publish**. Can be set to **True** (do not publish) or **False** (okay to publish). This part of your directory entry indicates whether you have requested that the University not release certain information about you.

Students may request that the University not release or publish directory information about them by filing a written request with the Registrar’s Office during each term they are enrolled. For more information, see the University of Michigan Student Rights and Student Records page (http://www.umich.edu/~regoff/rights.html).

Faculty and staff may request that their home address and phone number not be published by using Wolverine Access (http://wolverineaccess.umich.edu/). On the Wolverine Access
site, select Human Resources (you’ll be asked to log in), then Personal Information, then Address and Phone Number, then Modify/Delete. On the Modify/Delete Current Address page, check the checkbox next to Do Not Publish in the printed Faculty/Staff Directory, and save your changes.

- **Title.** Your official U-M title. For faculty and staff, this is updated monthly from the Human Resources and Affirmative Action database. You can change it, but be sure to disable the regular update of your entry if you do so, or the change will be overwritten next time the update is done. (To disable the update, click the True radio button under Prevent Batch Updates From Changing My Settings near the bottom of your entry.)

- **FERPA.** (For student entries only.) This indicates whether you have requested that the University not release information about you that is covered by the Family Educational Rights and Privacy Act (http://www.ed.gov/offices/OM/ferpa.html). FERPA applies to students, but not to faculty and staff.

- **uniqname.** Your U-M uniqname. You cannot change this part of your entry.

- **Description.** You can enter a description of yourself here.

- **Notice.** You may enter any text you wish in this field. It will show up as a notice in your directory entry.

- **E-Mail Address.** This is the format of your e-mail address that you should give to others who want to send e-mail to you. You cannot change this part of your entry.

- **E-Mail Forwarding Address.** Do not delete the address in this field unless you want to stop getting e-mail! This field must contain a valid e-mail address. E-mail sent to you at your @umich.edu address is directed to its destination by the U-M Online Directory. The directory forwards, or redirects, that mail on to the e-mail forwarding address(es) listed here.

  For details regarding which address to use, see Forwards or Redirecting Your E-Mail Using the U-M Online Directory Via the Web (S4279).

- **Business Phone.** (For faculty and staff only.) Your U-M office or workplace phone number appears here. It is updated regularly from the Human Resources and Affirmative Action database.¹

- **Fax Number.** You can enter your fax number here.¹

- **Pager Number.** You can enter your pager number here.¹

- **Cell Phone Number.** You can enter your cell phone number here.¹

- **Business Address.** (For faculty and staff only.) Your U-M office or workplace address appears here. It is updated monthly from the Human Resources and Affirmative Action database unless Prevent Batch Updates from Changing my Settings has been set to True.

- **Home Phone.** Your home telephone number.¹ You can prevent your home phone number from being published in the directory if you wish. See the “Keeping Information Out of the Online Directory” section of this document on page 4 for details.

  Your home phone number is pulled from either the Office of the Registrar’s database (if you are a student) or the Human Resources and Affirmative Action Database (if you are faculty or staff). You can change your home address in either of these databases by using Wolverine Access.

¹ Use this format for phone numbers in your directory entry:

+1 555 555 5555

The +1 is the code for the USA, which is followed by the area code, then the seven-digit phone number.
• **Home Address.** Your home address. You can prevent your home phone number from being published in the directory if you wish. See the “Keeping Information Out of the Online Directory” section of this document on page 4 for details.

Your home address is pulled from either the Office of the Registrar’s database (if you are a student) or the Human Resources and Affirmative Action Database (if you are faculty or staff). You can change your home address in either of these databases with Wolverine Access.

• **More Info (URL).** If you have a web page, you can enter the URL, or “web address,” in this field. People will then be able to find your web page by searching the directory, and online search engines, such as Google, will index your site. If you would like people to be able to click on the name of your web page rather than on a URL, enter a name in the **Label** field.

• **On Vacation.** Can be set to **True** (on vacation) or **False** (not on vacation). You can use the vacation notice to inform your e-mail correspondents that you are on vacation and will read their e-mail when you return. With the vacation notice turned on, when someone sends you e-mail, they receive an automatic response letting them know you are unavailable.

If you want to write the text for the automatic response, use the **Vacation Message** field.

• **Vacation Message.** In this field, enter the message text you would like to have sent to people who send you e-mail while you are on vacation. Be sure to click the **True** radio button under **On Vacation** (just above the **Vacation Message** field) to activate the vacation message.

• **See Also.** You can list related e-mail groups or individuals in your directory entry by entering their names or uniqnames, one per line, in this field.

• **Prevent Batch Updates From Changing My Settings.** The U-M Online Directory is updated regularly from the U-M Human Resources and Affirmative Action (HRAA) and Office of the Registrar’s databases.

Any changes you make to your directory entry to the information maintained by these offices (such as address and phone number) will be overwritten by these updates unless you disable the automatic update feature. If information about you (such as address and phone number) changes, please alert the appropriate office (HRAA or the Registrar’s Office) so your record can be corrected.

Click the **True** radio button to disable batch updates to your entry.

• **Affiliation.** Your official affiliation to U-M. You cannot change this part of your entry.

• **Group Subscriptions.** Any e-mail groups (in the directory) that you have subscribed to will be listed here. You can unsubscribe from a group by checking the checkbox next to it. (For information about subscribable groups, see the “Subscribing to an E-Mail Group” section of Working With E-Mail Groups Using the U-M Online Directory On the Web (S4277).

• **Proxy.** You may designate one or more people to be proxies—people who can make changes to your individual entry in the U-M Online Directory. This is useful in situations where you want someone else, such as a departmental secretary, to be able to modify your directory entry in your absence. For example, you might want a proxy to be able to set a vacation notice for you, change your mailing address, and/or subscribe you to e-mail groups.

To be designated as a proxy, a person must have his or her own individual entry in the U-M Online Directory as well as a uniqname and UMICH password. Please be careful to designate only someone you trust as a proxy. Once someone has proxy access to an U-M Online Directory entry, that person can change all of the fields that the owner of the entry can change.

• **Favorite Beverage.** This is just for fun. Enter your favorite beverage in this field if you like.

• **Created By.** The name of the process that created your directory entry (for example, updatedn).

• **Created.** The date the entry was created (this date may change when the the directory software is upgraded).
• **Modified By.** The person or process that last changed the entry. It might be you, or it might be the batch update process.

• **Modified.** The date the entry was last modified.