

# Contacts Directory Details



## Updating your details in the Contacts Directory

The new University Contacts Directory is designed to be a one-stop-shop for recording/viewing email addresses and phone number (including University-owned mobile numbers) for staff. The information displayed in the Contacts Directory will feed directly from the Public Profile in Themis, with staff being able to update their details when they change (**note:** any changes made via Themis will take 24 hours to display in the Contacts Directory).

## Phone number

The Contacts Directory derives phone numbers from Themis via Active Directory. Currently, staff are able to update their contact numbers in Themis which will update their profile in Active Directory which, in turn, updates the Contacts Directory. **Note:** changes made in Themis will only appear in the Contacts Directory after 24 hours.

### To update your phone number in the Contacts Directory

- 1 Log in to Themis: <http://www.themis.unimelb.edu.au>.
- 2 Select your **UOM Staff Self Service** responsibility.
- 3 Select the **Public Staff Profile** function, located under the My Information section.

The Public Profile screen will display. **Note:** while you may use the **Available Pages** menu on the left of the screen to access other profile functions, the Location & Contact Information screen will default.

Select Details	*Name of Building	Campus	Floor Level	Room Number	Start Date
<input type="checkbox"/>	<a href="#">Show</a> 258 Queensberry Street	Parkville	02		22-Nov-2005 <small>(example: 19-Aug-2008)</small>

- 4 If you don't have any information populated, click on the **Add Another Row** button and enter your location.
- 5 Click on the **Show** hyperlink, in the Details column.

<input type="checkbox"/>	<a href="#">Hide</a> 258 Queensberry Street	Parkville	02		22-Nov-2008 <small>(example: 30-Jul-2009)</small>
	*Work Phone Number	8344 1234	Consent to Publish Location		University Only
	Work Fax Number		Consent to Publish Phone/Fax		University Only
	Mobile Number	0411111000	Consent to Publish Mobile		University Only
	Pager Number				
	Home Page				

- 6 Check your phone details and update if required.

If you update any details remember to click the **Save** button to commit your changes.

### Notes:

- If you require an extra number associated with your name please contact the Service Desk via [IT-Help@unimelb.edu.au](mailto:IT-Help@unimelb.edu.au), extension 40888 or <http://servicedesk.unimelb.edu.au/>.
- Phone numbers recorded in the Contact Directory are only published internally, regardless of the value you select in the Consent to Publish fields.
- Null/blank values will not filter across to the Contacts Directory. If your number is incorrect, please replace it with the appropriate number rather than just deleting it.

For further details refer to the **Recording your University location and contact details** reference card on the Themis website [http://www.themis.unimelb.edu.au/resources/RC\\_Location.pdf](http://www.themis.unimelb.edu.au/resources/RC_Location.pdf).

## Department

As with your contact phone number, your department is derived from Themis. However, unlike your phone number you are not able to change your department details yourself in Themis.

If your department is not correct, you must contact your HR Representative to have it corrected.

<http://www.hr.unimelb.edu.au/aboutus/contact/cs>

## Email address

### Email display name

To change the way your name displays in an email, you will need to change your preferred name in Themis.

**Note:** changes made in Themis will only appear in the Contacts Directory after 24 hours.

- 1 Log in to Themis and select your **UOM Staff Self Service** responsibility.
- 2 Select the **Personal Contact Information** function, located under the My Information section. The Personal Contact Information screen will display.

**Personal Contact Information**

This screen enables you to record your personal contact details.

**Basic Details**

Note: Only Title and Preferred Name are available for update

Full Name **ESTER, MS POLLY ANNA Polly**

Date of Birth **25-Dec-1970**

Employee Number **000012**

Organization Email Address **pester@unimelb.edu.au**

Update

- 3 Click on the **Update** button in the *Basic Details* section of the Personal Contact Information overview screen. The Basic Details: Choose Option screen will display.
- 4 Accept the default option and click the **Next** button. The Basic Details: Update Information screen will display.

**Basic Details: Update Information**

Cancel Back Next

**Name**

Effective Date 26-Jun-2009

Title MS

First Name POLLY

Middle Name ANNA

Prefix

Last Name ESTER

Suffix

Preferred Name Polly Anna

Previous Last Name

- 5 Update your Preferred Name details as required and click the **Next** button. A review screen will display (current and proposed values), so you can check the details you have entered.
- 6 If the details are correct, click the **Submit** button.

### Surname

Any change of surname (e.g.: marital, deed poll, etc) must first be reflected in Themis, so it may then feed through to the Active Directory.

To change you surname you must complete an **HR 9 form**, available from the Human Resources website:

<http://www.hr.unimelb.edu.au/aboutus/forms?a=26520>

### Email account name (alias)

If you need to change your email alias (i.e.: change your name/surname) you will need to complete an **ID1 form** available from the Information Technology Services website:

<http://www.infodiv.unimelb.edu.au/systems/forms/>