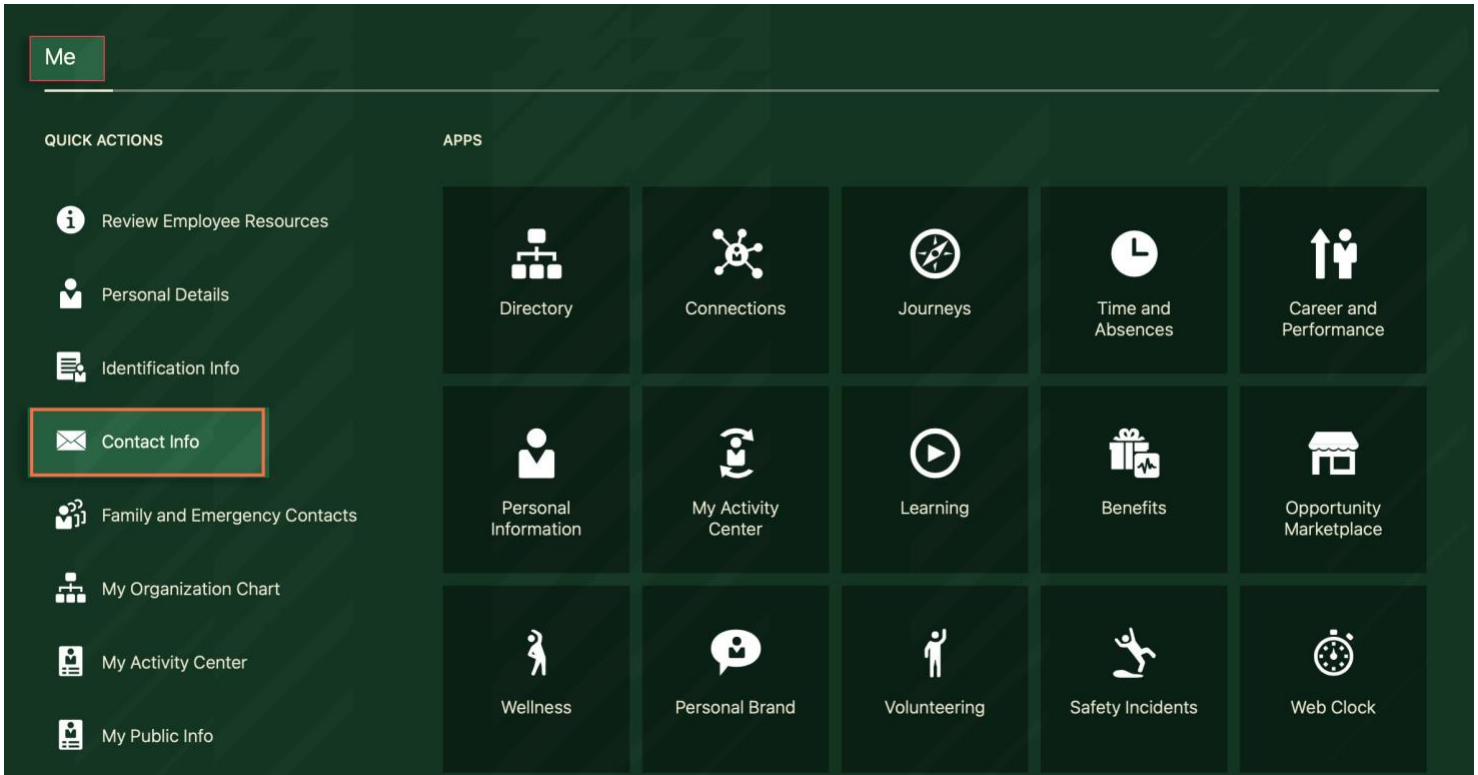


Directory changes – To update the USF directory, changes can be made in Oracle.

Changes to the **phone number** can be made by the employee directly in the "Me" section of Oracle HR. The **phone number** and **mail point** are reflected in "Contact Info" > "Location."

Changes to the **location/mail point** must be submitted by the HRBP for the employee's area.



Email Changes – Email updates must be submitted by the department to their IT representative. Please contact the desktop support person within your department responsible for Information Technology (IT) matters.