

### Updating your details in the Contacts Directory

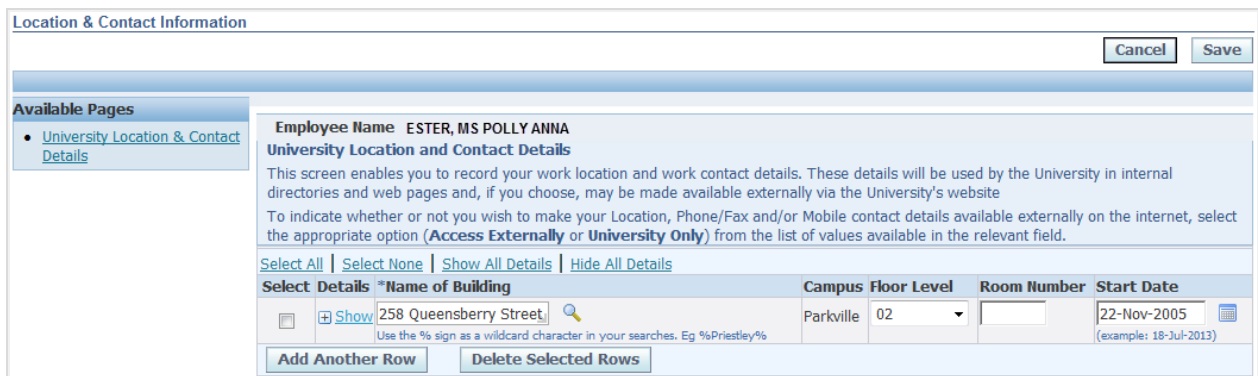
The University Contacts Directory is designed to be a one-stop-shop for recording/viewing email addresses and phone number (including University-owned mobile numbers) for staff. The information displayed in the Contacts Directory will feed directly from Themis, with staff being able to update their details 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.

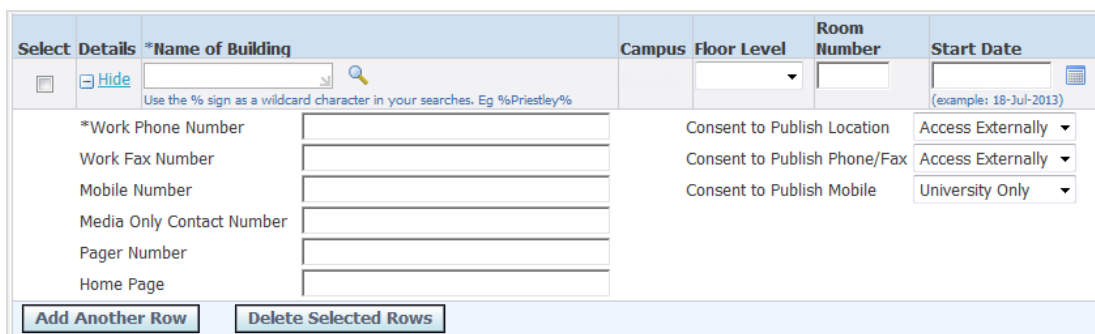
#### To update your phone number in the Contacts Directory

- 1 Log in to Themis (<http://www.themis.unimelb.edu.au>) using your UOM Staff Self Service responsibility.
- 2 Select My Employment Information > Work Location & Contact Details.  
The Location & Contact Information screen will display.



| 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 |

- 3 If you don't have any information populated, click on the **Add Another Row** button and enter your location.
- 4 Click on the **Show** hyperlink, in the Details column to expand additional fields if not already displayed.



| Select                   | Details              | *Name of Building         | Campus | Floor Level | Room Number                  | Start Date        |
|--------------------------|----------------------|---------------------------|--------|-------------|------------------------------|-------------------|
| <input type="checkbox"/> | <a href="#">Hide</a> |                           |        |             |                              |                   |
|                          |                      | *Work Phone Number        |        |             | Consent to Publish Location  | Access Externally |
|                          |                      | Work Fax Number           |        |             | Consent to Publish Phone/Fax | Access Externally |
|                          |                      | Mobile Number             |        |             | Consent to Publish Mobile    | University Only   |
|                          |                      | Media Only Contact Number |        |             |                              |                   |
|                          |                      | Pager Number              |        |             |                              |                   |
|                          |                      | Home Page                 |        |             |                              |                   |

- 5 Enter your phone details, or update existing information 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 feed 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://hr.unimelb.edu.au/about/contacts>

## 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.

- 1 Log in to Themis using your UOM Staff Self Service responsibility.
- 2 Select **My Personal Information > Contact Details**.  
The Contact Details screen will display.

The screenshot shows the 'Contact Details' overview screen. At the top, it says 'This screen enables you to record your personal contact details.' Below this is a 'Basic Details' section with a note: 'Note: Only Title and Preferred Name are available for update'. To the right of the note is an 'Update' button. The details listed are: Full Name: ESTER, MS POLLY ANNA; Date of Birth: 25-DEC-1980; Employee Number: 001234; Organization Email Address: infosys-test@unimelb.edu.au.

- 3 Click on the **Update** button in the *Basic Details* section of the Contact Details overview screen.  
The Basic Details: Choose Option screen will display.

The screenshot shows the 'Basic Details: Choose Option' screen. It asks the user to 'Select the type of change you want to make.' There are two radio button options: 'Correct or complete the current details.' (which is unselected) and 'Enter new information because of a real change to the current details (e.g. because of a change in marital status)' (which is selected). There are 'Cancel' and 'Next' buttons at the top right.

- 4 Accept the default option and click the **Next** button.  
The Basic Details: Update Information screen will display.

The screenshot shows the 'Basic Details: Update Information' screen. It has a legend: '\* Indicates required field'. There are 'Cancel', 'Back', and 'Next' buttons at the top right. The 'Name' section contains the following fields: Effective Date (02-Aug-2013), Title (MS), First Name (POLLY), Middle Name (ANNA), Prefix (info icon), Last Name (ESTER), Suffix (info icon), Preferred Name (text input field with info icon), and Previous Last Name (info icon).

- 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.

For further details refer to the *Updating your title and/or preferred name* reference card on the Themis website [http://www.themis.unimelb.edu.au/resources/RC\\_preferred\\_name.pdf](http://www.themis.unimelb.edu.au/resources/RC_preferred_name.pdf).

## 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 (Employee Details Change)** form, available from the Human Resources website:

[http://hr.unimelb.edu.au/\\_\\_\\_data/assets/pdf\\_file/0015/26520/hr9.pdf](http://hr.unimelb.edu.au/___data/assets/pdf_file/0015/26520/hr9.pdf)

## Email account name (alias)

If you need to change your email alias (i.e.: change your name/surname) you will need to submit a request via the IT Self Service portal:

<https://bsm.app.unimelb.edu.au/>

### Further Information



[Recording your University location and contact details](#) reference card

[Updating your title and/or preferred name](#) reference card