

How do faculty and staff get their official UCLA email address changed?

UCLA faculty and staff cannot change their information in the Campus Directory by themselves. They have to go through their department person. To find the correct person in your dept. there is a link off the Campus Directory website <http://www.directory.ucla.edu/> that says Update Directory Listing <http://www.directory.ucla.edu/update.php> , and from that page, there is a link to View Updaters List <http://www.directory.ucla.edu/updaters.php>. Then you look up your department and find the person and ask them to update your campus directory entry.

Keep in mind that the email listed in the Campus Directory is the one that is automatically used when you use your UCLA Logon ID, such as in the CCLE Moodle system. So, if you need to change the email that is used in the CCLE, you'll have to have the email address changed in the Campus Directory.

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