

Quick Reference Guide to Editing Your Contact Information (Researcher Profile)

Editing your Contact details 2

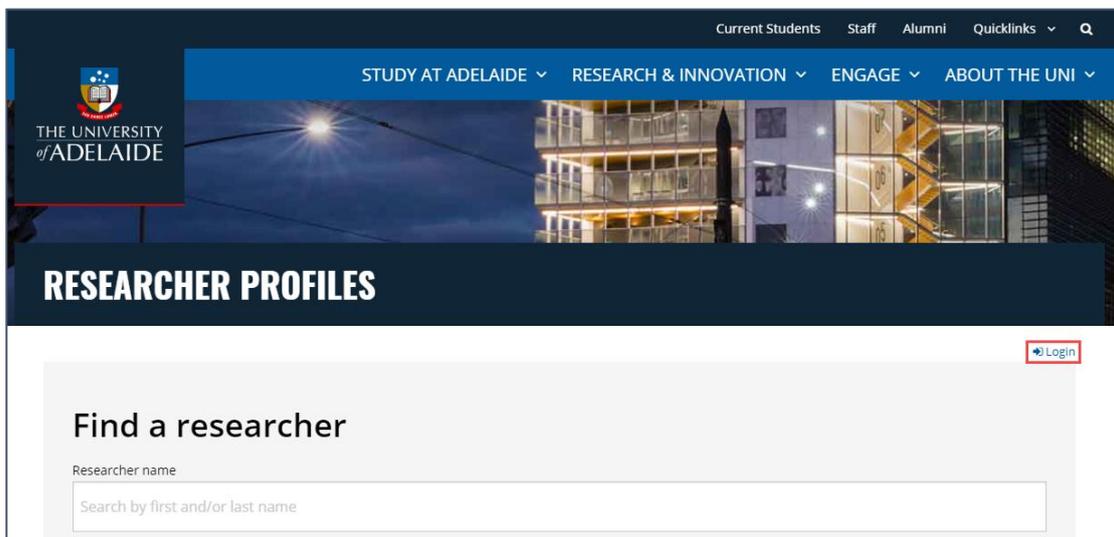
Editing your Contact details

Contact details are automatically populated into the **Contact** tab in Researcher Profiles from the university Phone Directory. If you have an entry in the Phone Directory you will not need to enter this information again.

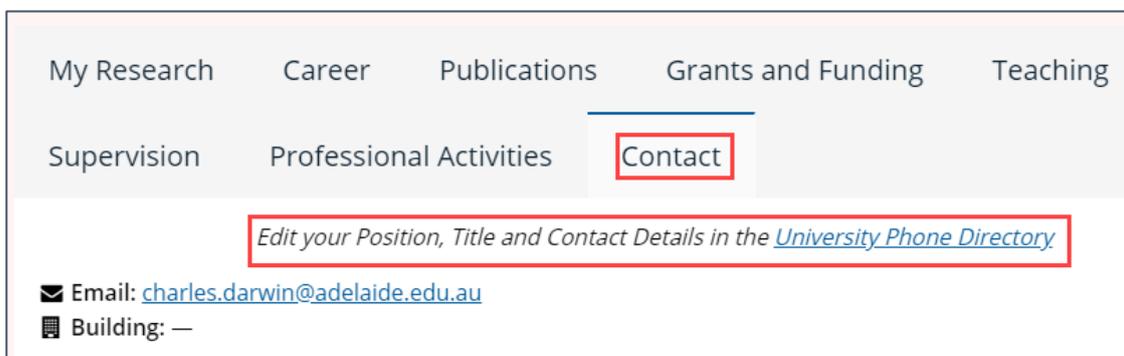
If you do not have an entry in the Phone Directory, you will need to complete the Amendments form and submit to have one set up for you. This will take up to 2 business days to be completed.

Contact details in both the university Phone Directory and the **Contact** tab in your Researcher Profile will be the same.

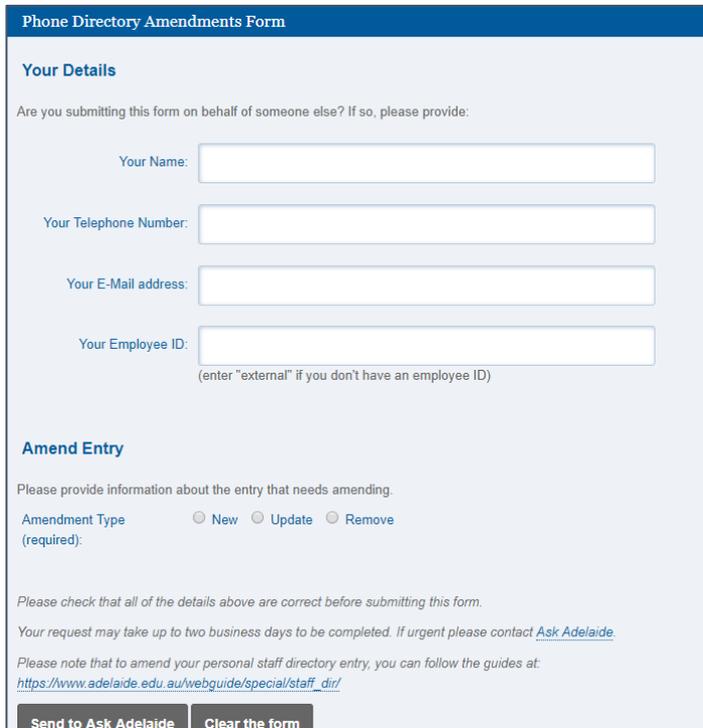
1. To edit your contact details, firstly login to your profile.



2. Select the **Contact** tab from the Home Page. Click on the University Phone Directory link to edit your position, title and contact details.



- The University Phone Directory Amendments Form will open for you to populate.



Phone Directory Amendments Form

Your Details

Are you submitting this form on behalf of someone else? If so, please provide:

Your Name:

Your Telephone Number:

Your E-Mail address:

Your Employee ID:
(enter "external" if you don't have an employee ID)

Amend Entry

Please provide information about the entry that needs amending.

Amendment Type New Update Remove
(required):

Please check that all of the details above are correct before submitting this form.
Your request may take up to two business days to be completed. If urgent please contact [Ask Adelaide](#).
Please note that to amend your personal staff directory entry, you can follow the guides at:
https://www.adelaide.edu.au/webguide/special/staff_dir/

- Once submitted you will receive this confirmation.



Phone Directory

Phone Directory

Phone Directory Amendments Form

Amendments Form

Telephone Instructions

Faculties & Divisions

Emergency Numbers

Enquiry Numbers

Phone Directory Amendments Form

Amendment submitted

Your request has submitted successfully and will take up to two business days to be completed.
If urgent please contact the Switchboard after submitting the form.
Below is what you submitted on Monday, June 29, 2015 at 13:52:55

- It will then take up to 2 business days for the updates to be completed, and for any changes to appear on the **Contacts** tab.