How to Update Your Department’s Contact Information

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.
To access the University of Victoria’s Directory Administration system you must have appropriate access. If you are the administrator for your department’s directory and you do not have access, please contact the Computer Help Desk at helpdesk@uvic.ca.

1. Enter your **NetLink ID** and **password** in the fields provided.
Here you will see a list of the departments for which you have access.

2. Click on the Department you wish to view.
3. Click on the **Contact Information** tab.
4. The first section you will see is the Mailing Address. Enter your Department’s **Mailing Address** in the fields provided.
5. Enter your Department’s **Courier Address** in the fields provided.
6. Enter your Department’s **Web Information** in the fields provided.
7. When you are finished, click **Save**.
To view other related tutorials on UVic’s Directory Administration, please visit http://helpdesk.uvic.ca/uvicdir/info.html.