EDIR Directory records are created for all Staff, Faculty, and Students at the University of Alaska. Others may be Sponsored by a UA department in order to perform UA business; the form for sponsoring an individual is at [http://www.alaska.edu/oit/services/account-management/forms/formMemberAffiliateAccountRequestForm.pdf](http://www.alaska.edu/oit/services/account-management/forms/formMemberAffiliateAccountRequestForm.pdf); contact the Help Desk for more information.

You Must log in to the Directory to edit portions of your own record. Some entries must be changed in other systems.

**Log in to EDIR**

1) Connect to EDIR at [https://edir.alaska.edu](https://edir.alaska.edu).

2) Click the Log In link in the upper right corner of the screen.

3) Enter your UA Username or your UA ID number and Password; click the Continue button.
4) Click the Personal Update link in the upper right corner of the screen.

5) Enter the information you want to change:

Some things to remember:
The form is divided into two sections: the top section contains data currently in the record. If there is an entry in the field; change it by highlighting and overtyping the entry. If there is no entry; the field will show below the dividing line. When you make an entry below the line and click post updates it will show above the line.
If there is an entry Above, and an empty field Below the line; you can have more than one entry. (Such as Title or Email “Vanity” address)

Type your new entry in the empty field and click post entry; they will both appear above the line.

Locator Records
You can add or modify a locator record (phone number, mailing address, physical address).

To update an existing locator click it

When the locator update form appears click the one you want to update; make the changes. To change the building select it from the pull down list associated with your campus, or main campus.

To submit the change make sure you select the radio button for Modify, and click the submit button.

To create a new locator when one already exists follow the same steps as above, but select Add, then click the submit button.
Vanity Email Address (Aliases) – email address associated with your UA email account. You may wish to do this to provide others a memorable email address based, for example, on your name or your role. Examples might be Phineas.Fogg@alaska.edu or Tundra.Climate.Change@alaska.edu

EDIR vanity addresses must reference @alaska.edu and no other domain. @alaska.edu is automatically appended; you don’t need to type it. Vanity addresses are used for @alaska.edu mail routing. You may have up to five vanity addresses. They must follow the format “text.text@alaska.edu

To enter your vanity address, type it in the empty field below the divider; click the Post updates button. EDIR will check to see that it is in the correct format, and not already in use.

Confirm your changes:
Click the Show Record link

This will show you the directory information; both public, and what can only be seen by you (when logged in), or system administrators.

Report problems or questions to the OIT Help Desk
**Fairbanks area:**
tel: 907-450-8300
fax: 907-450-8312

**Outside Fairbanks:**
1-800-478-8226

Or Email: helpdesk@alaska.edu