

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>; 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>.

UNIVERSITY of ALASKA

UA Enterprise Directory (EDIR)

[Help] [Search Directory] [Log In]

EDIR SEARCH

Find People

By name, phone/fax number, email address, identifier :

Find Departments

By key word, phone/fax number, email address, identifier :

All

Search Clear Form

Try our new People search page at <https://people.alaska.edu>, available on any UA campus.

Edir version 0052_10-Mar-11

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

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UA Authentication Service (AUTHSERV)

AUTHSERV LOG IN

EDIR requires you log in with your UA AuthServ credentials.

UA Username or ID#

Password

CONTINUE

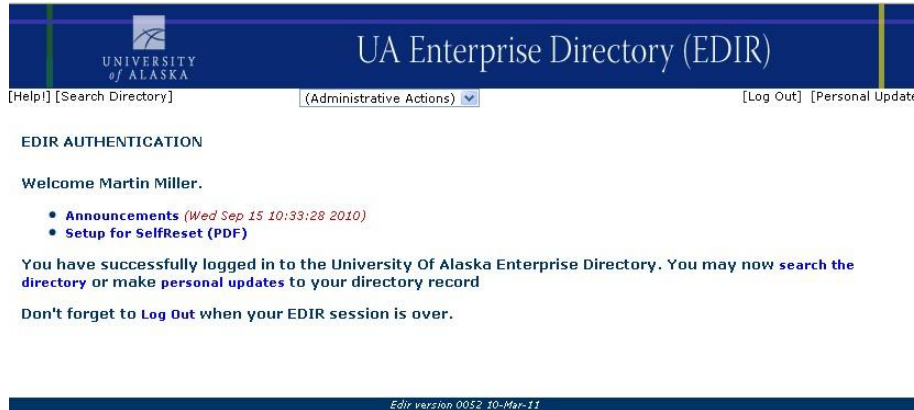
If you do not know your UA password (used for Windows domain, email, and many web services) please use ELMO to reset your password.

Questions? Other options or if you are unable to log in:

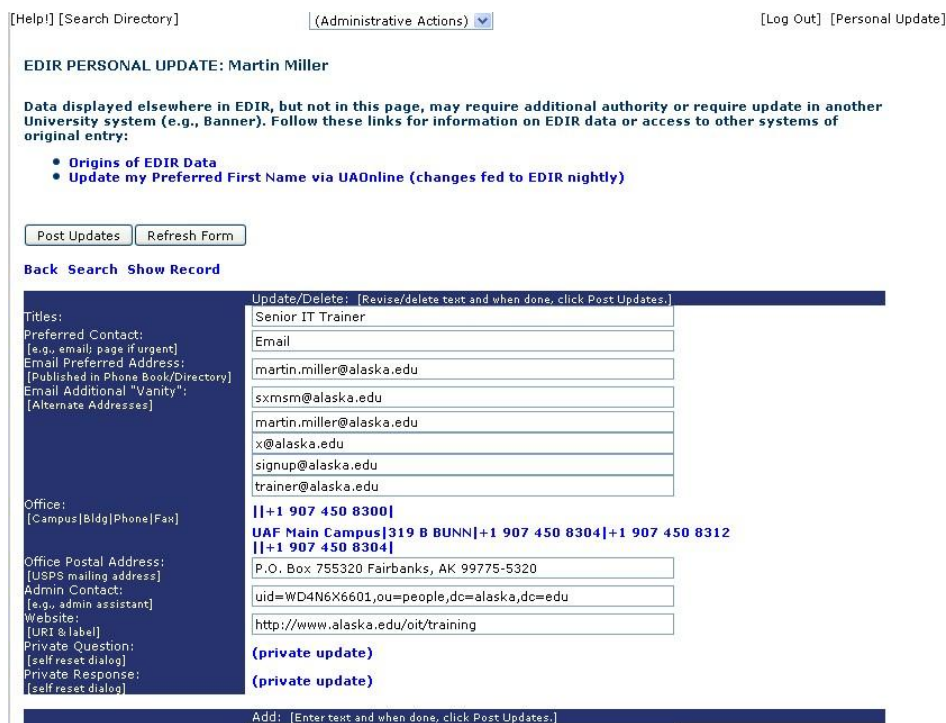
Contact my local Help Desk: [Help Desk Listings](#)

Auth version 0051 29-Oct-10

- 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).

Office: [Campus Bldg Phone Fax]	<p> +1 907 450 8300 </p> <p>UAF Main Campus 319 B BUNN +1 907 450 8304 +1 907 450 8312</p> <p> +1 907 450 8304 </p>
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To update an existing locator click it

EDIR LOCATOR UPDATE FORM for by Martin Miller

[Back Search Show Record](#)

Current Locators

||+1 907 450 8300|
UAF Main Campus|319 B BUNN|+1 907 450 8304|+1 907 450 8312
||+1 907 450 8304|

Note: Click any current locator to load Selected Locator form (below) where updates are processed.

Selected Locator

Building:	PWSCC <input type="text" value=""/> UAA <input type="text" value=""/> UAF <input type="text" value="Bunnell Building (BUNN)"/> UAS <input type="text" value=""/>	
Room:	<input type="text" value="319 B"/>	
Phone:	<input type="text" value="+1 907 450 8304"/>	<i>e.g. +1 999 999 9999 <misc text></i>
Fax Number:	<input type="text" value="+1 907 450 8312"/>	<i>e.g. +1 999 999 9999 <misc text></i>

Update Action

Refresh
 Modify
 Add
 Delete

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 Phinneas.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