

UPDATING TELEPHONE DIRECTORY INFORMATION

INSTRUCTIONS FOR UPDATING SECTIONS 1-20 OF THE TELEPHONE DIRECTORY

In an effort to keep the UT-HSC Telephone Directory as accurate as possible, Telecommunications will update the electronic version that resides on the WEB on a monthly basis. These updates will only cover sections 1-20 and will be your best source of information should you choose to print it. To ensure that your corrections are processed, please forward updated information by the 20th day of each month to Telephone Directory, HMB 12.200. Only authorized departmental coordinators may submit changes to the directory. Submissions may be done by one of the methods below:

1. Xerox the page requiring corrections, make the necessary corrections and fax to 713-500-2211 or mail to Telephone Directory, HMB 12.200.
2. Visit the Telephone Directory on the internet at URL http://is.hsc.uth.tmc.edu/telecom/telephone_dir/ and send your electronic updates to krysti.suarez@uth.tmc.edu

CHANGES IN THE ALPHABETICAL SECTION (21) OF THE TELEPHONE DIRECTORY

The alphabetical section of the directory is produced from information located in PeopleSoft. Therefore, if information pertaining to an employee's:

Name, HSC Address and HSC Phone Number

are incorrect in PeopleSoft, it will also be incorrect in the Telephone Directory. It is the responsibility of the department to keep this information updated. To ensure that your employees' information (UT Business phone or Maildrop (Inter-office address) is correct in the alphabetical section, be sure to submit your changes to your Authorized Submitter in a timely fashion. Information Services does not have access to departmental PeopleSoft information.