

Updating UMB Directory Information via myUMB Portal

UMB employees have the ability to update their information that appears in the UMB online directory. This includes Functional Title, Location and Phone Number.

Updating UMB Directory Information

- Login to the myUMB Portal at <u>https://myumb.umaryland.edu/</u>
- In the UMB Icon section, click the Timesheet icon (Exempt/Non-exempt).

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myUMB			🕄 Sarah Steinberg 💠 🛛 Logout	Search myUMB
		📢 System Announcements	→ 🌯 Weather	
		No alerts found.	Baltimore	THU 40 °F
Timesheet Timesheets	Directory		34°F	FRI 45 °F SAT 45 °F
		Self-Service	<u></u>	SUN 41 °F
		My Exempt/Faculty Timesheet	^ <u> </u>	MON 38 °F
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My Leave Inquiry		Travel/Business Expense Forms	🤶 Public Safety	
My Timesheet Profile		Concur Travel & Expense (For Pilot Groups)	Building Access	
Fuition Remission		Manage your UMID	Tapride (Safe Ride)	
HR Job Description		COVID Vaccination Portal		
Live Near Your Work		UMB One Card	👖 Training & Tutorials	
Employee Learning (LMS)		My Employee/Affiliate Info	 Quantum System Tutorials 	
Taleo			Office365 Tutorials & Team Reg	uest
Employee Benefit (SPS)	-	Upcoming Training	UMB Systems Training Database	•
Technology Tools		no Upcoming Training found	eUMB Systems Tutorial Browser	
			Quantum Financials Calendar	

• The Timesheet Profile page will appear. In the top header/navigation area, click the UMB Self Service menu.

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My UMB ETS Profile				

• Select UMB Personal Information from the dropdown menu.

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• To change your title, location, or phone number, click the **Change** button below the appropriate section.

	Location and Functional Title	
	Functional Title	
	Manager, IT Training & Communications	
	Change Title/Location/Essential Employee Designation	
Г	These Numbers	1

Phone Numbers					
Phone Numbers					
Phone Type	Phone Number	Preferred			
Campus	410/706-1155				
Home					
Change phone numbers					

- Make the desired changes and click **Save**.
- Changes will appear the next day in the UMB Directory.