

Updating Your Employee Information Using UT Direct

It's Important to Stay Current!

- Human Resources and Payroll actions are based upon data that exist in your automated record. This data is also used to populate various directories and other locator type applications. It's very important that **you** keep **your** data current.

Connecting to UT Direct

- Go to www.utsa.edu.
- Once the UTSA page appears then use your mouse to select myUTSA at the top of the page.



The image shows a screenshot of the UTSA website homepage. At the top, there is a dark blue navigation bar with the UTSA logo on the left and several links on the right: myUTSA, Calendars, Campus Maps, Site Map, and Directories. A red arrow points from the text 'select myUTSA' in the instructions above to the 'myUTSA' link, which is also circled in white. Below the navigation bar is a secondary menu with links for Current Students, Future Students, Faculty & Staff, Alumni, and Community and Visitors. The main content area features a large photograph of a group of smiling African children in school uniforms. Overlaid on the photo is the text 'THE LANGUAGES OF HOPE' in large red letters, and below that, 'UTSA and South African educators unite' in white, followed by 'In a groundbreaking educational initiative' and a red double arrow. At the bottom of the page, there are three columns: a dark blue sidebar with links for About UTSA, Academics, and Administration; a yellow section titled 'UTSA Today' with a sub-header 'UTSA participates in Recyclemania 2009 competition' and a paragraph about recycling; and a light green section with a search bar labeled 'Search UTSA' and a 'Go' button, and a link to the 'Events Calendar'.

Connecting to UT Direct

- At the myUTSA page scroll down to the Web Access section and select UTDirect



UTSA THE UNIVERSITY OF TEXAS AT SAN ANTONIO

myUTSA Calendars Campus Maps Site Map Directories

Current Students Future Students Employees Alumni Community and Visitors

myUTSA Search UTSA Google Custom Search Go

ASAP [ASAP Home Page](#) / [Login to ASAP](#) / [Class Schedules](#) / [ASAP FAQ](#)

WebCT [Login to WebCT](#) / [WebCT Contact Page](#) / [WebCT FAQ](#)

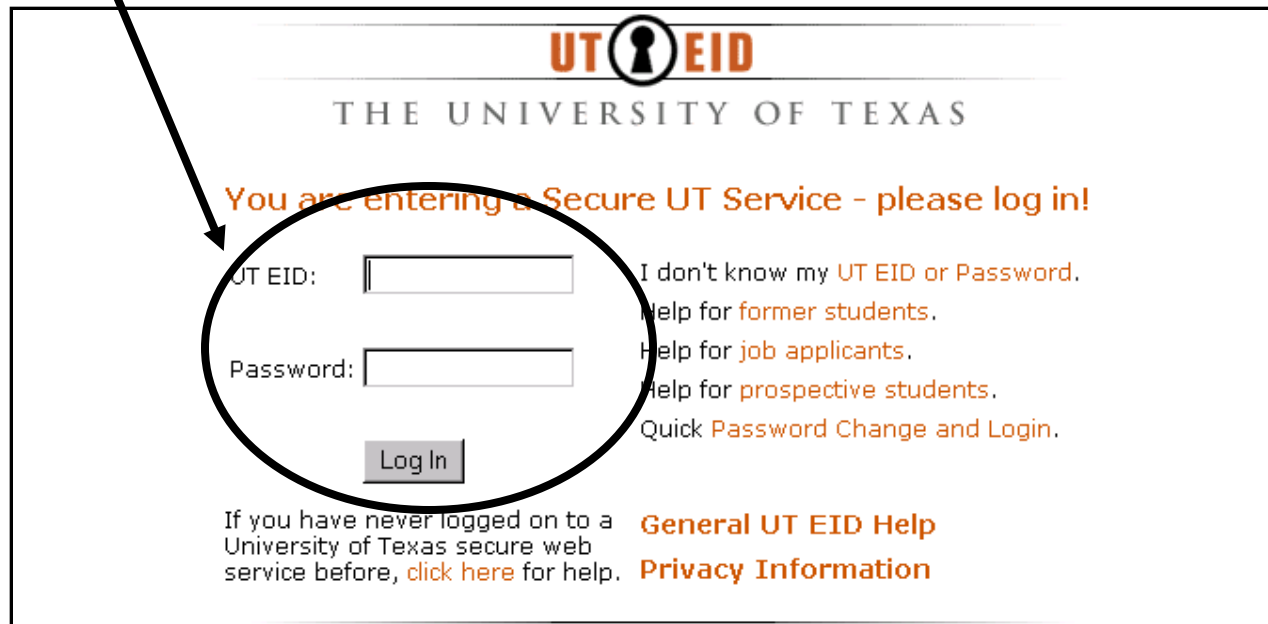
myUTSAmail [Login to myUTSAmail](#) if you have your myUTSA ID and password.
[Login to ASAP](#) to activate your myUTSAmail account.
[Information about myUTSAmail and myUTSA ID.](#)

Lonestar Lonestar has been replaced with myUTSAmail, the new student email system powered by Google. Lonestar emails will be automatically forwarded to myUTSAmail. Lonestar ([login to lonestar](#)) will be available through April 30th, 2008.

Web Access [Web Mail](#) / [Anti-Spam Settings](#) / [Account Password Reset](#) / [UTDirect](#) / [BANNER Staff Login](#) / [RowdySpace](#)
UTSA e-mail, anti-spam, UTDirect, BANNER, RowdySpace and password reset for faculty & staff.

Log In

- Once the UT EID screen appears you will need to enter your UT EID and your Password.
- Then press the 'Log In' button with your mouse.
 - If you have not activated your UT EID you will need to register for a UT EID activation session by calling ext. 4230 or 4658
 - If you've forgotten your EID or password call DEFINE administration ext. 4230



UT EID
THE UNIVERSITY OF TEXAS

You are entering a Secure UT Service - please log in!

UT EID:

Password:

I don't know my [UT EID](#) or [Password](#).
[Help for former students.](#)
[Help for job applicants.](#)
[Help for prospective students.](#)
[Quick Password Change and Login.](#)

If you have never logged on to a University of Texas secure web service before, [click here](#) for help.

[General UT EID Help](#)
[Privacy Information](#)

Viewing Information

- Click on **Employee Biographical Info** under **Personal Info** in the **Related Categories and Services** by using your mouse.

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UT DIRECT UTSA

SEARCH | UT HOME | SITEMAP | UT DIRECT HELP | LOGOFF

My Home My Bookmarks My Job Edit Tabs

Choose Content | Change Layout

UT Direct - My Home

UT DIRECT STICKIE [X]

UTDIRECT Stickies [Stickie Icon]

[Text Input Field]

Save Stickie Clear Stickie

Note that your stickie will be limited to 5 lines of 50 characters each.

StickieHelp

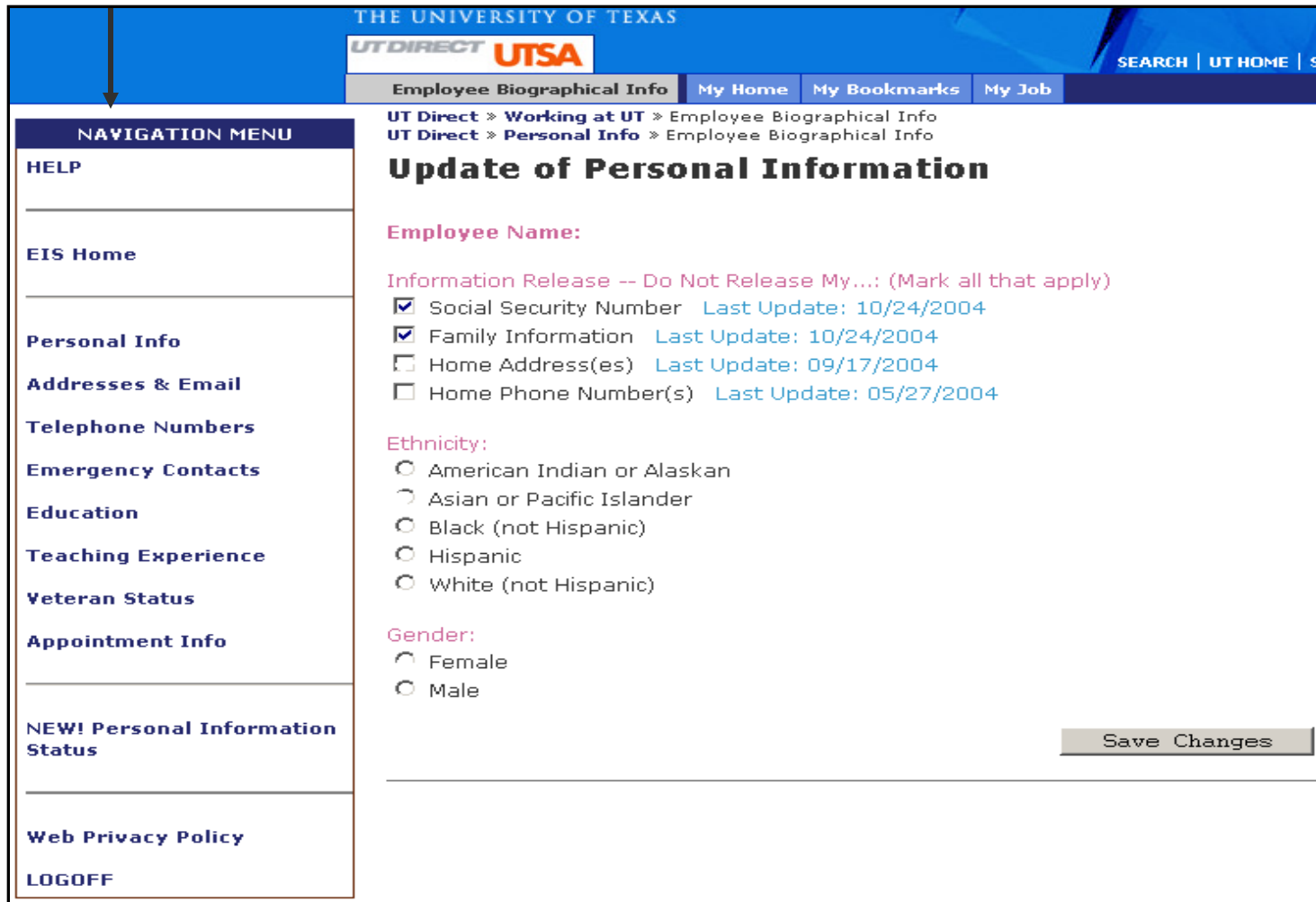
RELATED CATEGORIES AND SERVICES [Close]

- **Personal Info**
 - **Employee Biographical Info**
 - Ethics Statement
 - Parking Citations
 - Paycheck Profile
 - Personal Information Status
 - Verification of Employment
 - See full category listings

UTSA FYI [X]

Updating Personal Information

- There are a series of screens containing different data about you. Select the applicable area that you want to view/update.



The screenshot shows the 'Update of Personal Information' page for an employee at The University of Texas. The page has a blue header with the university logo and navigation links. A sidebar on the left contains a 'NAVIGATION MENU' with various options. The main content area displays the 'Update of Personal Information' form, which includes sections for 'Employee Name', 'Information Release', 'Ethnicity', and 'Gender'. A 'Save Changes' button is located at the bottom right of the form.

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UT DIRECT UTSA
SEARCH | UT HOME | S

Employee Biographical Info My Home My Bookmarks My Job

UT Direct » Working at UT » Employee Biographical Info
UT Direct » Personal Info » Employee Biographical Info

Update of Personal Information

Employee Name:

Information Release -- Do Not Release My...: (Mark all that apply)

- Social Security Number Last Update: 10/24/2004
- Family Information Last Update: 10/24/2004
- Home Address(es) Last Update: 09/17/2004
- Home Phone Number(s) Last Update: 05/27/2004

Ethnicity:

- American Indian or Alaskan
- Asian or Pacific Islander
- Black (not Hispanic)
- Hispanic
- White (not Hispanic)

Gender:

- Female
- Male

Save Changes

NAVIGATION MENU

HELP

EIS Home

Personal Info

Addresses & Email

Telephone Numbers

Emergency Contacts

Education

Teaching Experience

Veteran Status

Appointment Info

NEW! Personal Information Status

Web Privacy Policy

LOGOFF

Updating Personal Information

For Example

- If you need to change your phone number, select the Telephone Number link on the bottom left hand side.

THE UNIVERSITY OF TEXAS
UT DIRECT UTSA

SEARCH | UT HOME | SITE MAP | UT DIRECT HELP | LOGOFF

Employee Biographical Info | My Home | My Bookmarks | My Job | Edit Tabs

UT Direct > Working at UT > Employee Biographical Info
UT Direct > Personal Info > Employee Biographical Info

Update of Phone Numbers

Employee Name:

Do Not Release Home Phone Number

Home Information
Home Phone 1:
Home Phone 2:

Work Information
Campus Phone 1:
Campus Phone 2:
Fax:
Pager:

Don't verify my phone numbers

Last Update: 07/29/2003

Logoff
Comments to: Records Management
Human Resources
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Web Privacy Policy | Accessibility

NAVIGATION MENU

HELP

EIS Home

Personal Info

Addresses & Email

Telephone Numbers

Emergency Contacts

Education

Teaching Experience

Veteran Status

Appointment Info

NEW! Personal Information Status

Updating Personal Information

- Once you have the Update of Phone Numbers information area on your screen, then place your mouse/cursor in the field that has the number you need to change and enter the updated number.
- Then using your mouse select the 'save changes' button in the middle of the screen.

The screenshot shows the 'Update of Phone Numbers' form in the UT Direct system. The form is titled 'Update of Phone Numbers' and includes a navigation menu on the left with categories like 'HELP', 'EIS Home', 'Personal Info', 'Addresses & Email', 'Telephone Numbers', 'Emergency Contacts', 'Education', 'Teaching Experience', 'Veteran Status', and 'Appointment Info'. The main content area contains the following fields and options:

- Employee Name:** (text field)
- Do Not Release Home Phone Number
- Home Information:**
 - Home Phone 1: [][][]
 - Home Phone 2: [][][]
- Work Information:**
 - Campus Phone 1: [][][]
 - Campus Phone 2: [][][]
 - Fax: [][][]
 - Pager: [][][]
- Don't verify my phone numbers
- Save Changes** (button)

Annotations in the image include a circle around the 'Home Phone 1' field and another circle around the 'Save Changes' button. Two arrows point from the text in the first bullet point to the 'Home Phone 1' field, and two arrows point from the text in the second bullet point to the 'Save Changes' button.

Additional text at the bottom of the form includes 'Last Update: 07/29/2003' and a footer with 'Logoff', 'Comments to: Records Management', 'Human Resources', '@The University of Texas at San Antonio 2005', and 'Web Privacy Policy | Accessibility'.

Updating Personal Information

- Make sure to input all the required information in the appropriate fields.

THE UNIVERSITY OF TEXAS
UT DIRECT UTSA

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

Employee Biographical Info My Home My Bookmarks My Job Edit Tabs

UT Direct » Working at UT » Employee Biographical Info
UT Direct » Personal Info » Employee Biographical Info

bookmark

Update of Addresses and Email

Employee Name:

Do Not Release Home Address

W2 (Permanent) Address Last Update: 01/29/2005

Street 1:

Street 2:

City:

State: Zip:

This is a foreign address

US (Local) Address Last Update: 01/29/2005

Street 1:

Street 2:

City:

State: Zip:

Campus Mail Information Last Update: 09/17/2004

Mail Code: Human Resources - Uh

NAVIGATION MENU

HELP

EIS Home

Personal Info

Addresses & Email

Telephone Numbers

Emergency Contacts

Education

Teaching Experience

Veteran Status

Appointment Info

Departmental Information Incorrect?

Personal Info

Addresses & Email

Telephone Numbers

Emergency Contacts

Education

Teaching Experience

Veteran Status

Appointment Info

NEW! Personal Information Status

Web Privacy Policy

LOGOFF

W2 (Permanent) Address Last Update: 01/29/2005

Street 1:

Street 2:

City:

State: Zip:

This is a foreign address

US (Local) Address Last Update: 01/29/2005

Street 1:

Street 2:

City:

State: Zip:

Campus Mail Information Last Update: 09/17/2004

Mail Code: Human Resources - Uh

Office Location Last Update: 10/24/2004

Building 1: Room 1:

If this number is wrong

E-mail Address Last Update: 10/24/2004

Bypass address standardization

Save Changes

Save Changes!

Please inform the department administrative person or email hr@utsa.edu

Check your email address!

If your campus mail or emails are not reaching you,
check your addresses

Many different departments use this email to keep
you informed

Personal Info	W2 (Permanent) Address Last Update: 01/29/2005
Addresses & Email	Street 1: <input type="text"/>
Telephone Numbers	Street 2: <input type="text"/>
Emergency Contacts	City: <input type="text"/>
Education	State: <input type="text" value="Texas"/> Zip: <input type="text"/>
Teaching Experience	<input type="checkbox"/> This is a foreign address
Veteran Status	US (Local) Address Last Update: 01/29/2005
Appointment Info	Street 1: <input type="text"/>
	Street 2: <input type="text"/>
	City: <input type="text"/>
	State: <input type="text" value="Texas"/> Zip: <input type="text"/>
NEW! Personal Information Status	Campus Mail Information Last Update: 09/17/2004
	Mail Code: <input type="text"/> Human Resources - Uh
Web Privacy Policy	Office Location Last Update: 10/24/2004
LOGOFF	Building 1: <input type="text"/> Room 1: <input type="text"/>
	Building 2: <input type="text"/> Room 2: <input type="text"/>
	E-mail Address Last Update: 10/24/2004
	<input type="text"/>
	<input type="checkbox"/> Bypass address standardization
	<input type="button" value="Save Changes"/>

Save Changes!

Check your emergency contacts!

THE UNIVERSITY OF TEXAS
UT DIRECT UTSA

SEARCH | UT HOME | SITEMAP | UTDIRECT HELP | LOGOFF

Employee Biographical Info | My Home | My Bookmarks | My Job | Edit Tabs

UT Direct » Working at UT » Employee Biographical Info
UT Direct » Personal Info » Employee Biographical Info

bookmark

Update of Emergency Contacts

Employee Name:

Primary Contact
Name:
Work Phone:
Home Phone:
Relationship:

Secondary Contact
Name:
Work Phone:
Home Phone:
Relationship:

Don't verify these phone numbers.

Last Update: //

[Logoff](#)
Comments to: [Records Management](#)
[Human Resources](#)
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NAVIGATION MENU

HELP

EIS Home

Personal Info

Addresses & Email

Telephone Numbers

Emergency Contacts

Education

Teaching Experience

Veteran Status

Appointment Info

NEW! Personal Information Status

Web Privacy Policy

Mission Accomplished!

- You may now log off using the 'log off' button

THE UNIVERSITY OF TEXAS
UT DIRECT UTSA

SEARCH | UT HOME | SITEMAP | UTDIRECT | HELP | LOGOFF

Employee Biographical Info | My Home | My Bookmarks | My Job | Edit Tabs

UT Direct » Working at UT » Employee Biographical Info
UT Direct » Personal Info » Employee Biographical Info

bookmark

Update of Emergency Contacts

Employee Name:

Primary Contact
Name:
Work Phone:
Home Phone:
Relationship:

Secondary Contact
Name:
Work Phone:
Home Phone:
Relationship:

Don't verify these phone numbers.

Last Update: //

[Logoff](#)
Comments to: [Records Management](#)
[Human Resources](#)
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Questions or Comments?

- We appreciate your comments on this presentation. Please call 4250 or email hr@utsa.edu.
- Your Human Resources department is here to assist you if you have questions about maintaining your record. Call ext. 4250 to be connected to the correct HR Professional to resolve your issue.