


Updating Office Address Information

Office Address Information	
All employees must provide either an on-campus Building and Room or an off-campus Street, City, State, Zip and Country. Do NOT complete both sets of data.	
BUILDING	McKeldin Library 1. 
ROOM 2.	1138
- OR -	
OFF-CAMPUS STREET ADDRESS 1	<input type="text"/>
OFF-CAMPUS STREET ADDRESS 2	<input type="text"/>
OFF-CAMPUS CITY	<input type="text"/>
OFF-CAMPUS STATE	Not Applicable <input type="text"/>
OFF-CAMPUS ZIP CODE	<input type="text"/>
OFF-CAMPUS COUNTRY	Not Applicable <input type="text"/>
All Employees must provide an Office Phone	
OFFICE PHONE i.e. (999)999-9999	(301)405-9046
OFFICE PHONE EXTENSION i.e. 99999	<input type="text"/>
OPTIONAL CELL PHONE	<input type="text"/> PUBLISH IN PUBLIC DIRECTORIES? <input type="radio"/> Yes <input checked="" type="radio"/> No
OPTIONAL PAGER #	<input type="text"/> PUBLISH IN PUBLIC DIRECTORIES? <input type="radio"/> Yes <input checked="" type="radio"/> No
OPTIONAL FAX #	<input type="text"/> PUBLISH IN PUBLIC DIRECTORIES? <input type="radio"/> Yes <input checked="" type="radio"/> No

1. Select your department building from the drop down menu
2. Fill in the room number

