eProfile: View/Modify UA Directory Information

This document provides an overview of updating your UA Directory information using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the https://www.uakron.edu/training/HRV9.dot web site for a complete list of tutorials.

Important Tips to Remember when working in My Akron

✔ You will be logged out automatically after 20 minutes of inactivity

✔ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: https://www.uakron.edu/training/ie.dot

✔ If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: https://www.uakron.edu/training/ie.dot

✔ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session

✔ Avoid using the browser’s Back button to navigate while in My Akron. Always use the links available on the page to navigate within My Akron. Keep in mind, you may need to use the scroll bar to view some of these links
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

   NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

   Contact the Support Desk at 330-972-6888 if you have forgotten your UAnetID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the **My Profile** heading under “Employee Services”.

![Employee Services screenshot]

- **EmpCenter**: Access time reporting, time approvals, and absence requests and approvals.
- **Launch EmpCenter**
- **My Benefits**: Review health, insurance, savings, and flexible spending accounts plans in addition to dependent and beneficiary information.
  - **Benefit Summary**
  - **Dependent/Beneficiary Info**
  - **Insurance Summary**
  - **Benefits Enrollment**
- **My Compensation**: Access your online paystub, direct deposit, and other deduction or contribution information. Review your job, salary, and compensation history.
  - **Payroll Messages**
  - **View Paycheck**
  - **Voluntary Deductions**
  - **Direct Deposit**
  - **W-2W-2 Consent**
  - **View W-2 Forms**
  - **W-4 Tax Information**
- **My Profile**: Personal Information Summary
  - **Home and Mailing Address**
  - **Phone Numbers**
  - **Email Addresses**
  - **Emergency Contacts**
  - **Marital Status**
  - **Name Change**
  - **Education**
  - **Ethnic Groups**
  - **Military Status**
  - **Disability Status**
  - **UA Directory Information**
- **My Career**: My Career
  - **Search/Apply for Jobs**
View/Modify UA Directory Information

Please note that changes to your UA Directory Information can be made by using either of the following methods:

- Click the “Personal Information Summary” link from the main My Profile page and then select the Correct UA Directory button.

- Click the “UA Directory Information” link from the main My Profile page.
1. The UA Directory Detail page is displayed. Make any necessary changes.

   To access a list of building abbreviations click the magnifying glass icon and then click the Look up button.

2. Click the Save button when finished.

3. A confirmation page is displayed. Click the OK button.

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096 or e-mail Human Resources at: hr_info_services@uakron.edu