This document provides an overview of updating phone numbers 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 Software Training Services web site for a complete list of tutorials.

<table>
<thead>
<tr>
<th>Important Tips to Remember when working in My Akron</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ You will be logged out automatically after 20 minutes of inactivity</td>
</tr>
<tr>
<td>✓ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ 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: <a href="http://www.uakron.edu/training/ie.dot">http://www.uakron.edu/training/ie.dot</a></td>
</tr>
<tr>
<td>✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session</td>
</tr>
<tr>
<td>✓ 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</td>
</tr>
</tbody>
</table>
Log in to My Akron

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

![My Akron Link](image)

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:

![University of Akron Login](image)

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”.

![My Profile section of eProfile: Phone Numbers](image)
View/Modify Phone Numbers

Please note that changes to your Phone Numbers 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 **Change phone numbers** button.

- Click the “Phone Numbers” link from the main My Profile page.
1. The Phone Number page is displayed. To make changes to an already existing phone number simply type over the existing number and click the Save button.

2. To add a phone number for a phone type not already specified click the Add a Phone Number button.

3. To delete a phone number, click the Delete button.

NOTE: One phone number MUST be indicated as Preferred.

**Phone Numbers**

Joe Smith

Enter your phone numbers below. Please include the area code with any phone number you add or change.

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advancement</td>
<td>330/494-1111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td>330/972-1111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UA Directory</td>
<td>330/972-2222</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>330/494-2222</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add a Phone Number

* Required Field

Save
1. Click the **Add a Phone Number** button to add a new phone number. Notice the blank row that is added to the bottom of the list.

2. Select the phone type from the drop down list and enter the new number.

   **NOTE:** Type the numbers for the area code and phone number in the telephone field & when you tab to another field or hit the **SAVE** button the number will be formatted automatically.

3. Click the **Save** button to save your changes. The confirmation page will return.

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