Instructions for Changing Online Directory Record

1. Navigate to the UNSW Online Staff Directory from the UNSW Homepage or via a direct link: [http://www.unsw.edu.au/gen/pad/contacts.html](http://www.unsw.edu.au/gen/pad/contacts.html)

Click the ‘Staff’ link on the UNSW Homepage

Click the ‘UNSW Staff Directory’ link
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2. Find your record by entering your surname in the search field and clicking on ‘Search’
3. To change your Organisation, please click on ‘Change UNSW Organisation for this Entry’ in the lower left hand corner of the record.
4. Select ‘Australian School of Business’ from the list of Faculties. You will then be asked to nominate a 2nd level Organisation if you need to.

All staff to select ‘Australian School of Business’

Then select your Business Unit or Disciplinary School if necessary.

If you don't need to select a Business Unit or School, just click on the first line: ‘Select this Organisation (Australian School of Business)’

NB: It is important for you to select your Business Unit or School where necessary as it will help others look up staff members by organisational sub-group.
5. Then enter your Staff number and UniPass and click ‘Confirm New Group’ – you should be taken back to your updated record.

Enter your Staff number and UniPass

Click ‘Confirm New Group’
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6. To update all other details including location, click on ‘Modify this Entry’ in the lower left hand corner of the record.
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7. Enter your Staff number and your UniPass in the boxes, but do not press enter.
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8. Scroll down through the form and change all relevant fields, including:
   - Building, there are 4 building options:
     - Australian School of Business Building
     - Quadrangle Building
     - AGSM Building, Kensington Campus
     - 1 O’Connell Street, Sydney
   - Room number and location
   - Homepage – should be www.business.unsw.edu.au

At the bottom of the form, select the ‘Modify Entry in Directory’ option, then click ‘Submit’