

Not authorized error, trying to update personal information via Atlas

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
Question

I am trying to update my personal information via Atlas, but the fields I need to update are not editable, and are marked as "Not Authorized".

Search Screen

Search

Actions You Are Authorized to Perform

 	Action
Not Authorized	Update Name and Home Address
Not Authorized	Update Work Address and Phone
Not Authorized	Update Ethnicity/Race/Gender/Veteran Status
Not Authorized	Update Emergency Contact
Not Authorized	Update Campus Emergency Notification (MITAlert)
Not Authorized	Update Education History

Answer

The not authorized error is likely an indication that you are on the **Manage People** tab of Atlas, designed for administrators to update personal information for employees in their area. To update your own directory information, as a faculty or staff member, use the [Atlas Self-Service tab](#).