Not authorized error, trying to update personal information via Atlas

Not authorized error, trying to update personal information via Atlas

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".



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.