Updating information displayed in the MIT Directory

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Depending on your role at MIT, there are different ways to update your directory information. Directory changes will be reflected the day after you make the submission through Atlas or WebSIS.

Main Campus Faculty and Staff

1. Go to Atlas.
2. Click on the **About Me** tab.
3. Click on **Personal Information** under My Profile.
4. Your personal information will display.
5. Click on **Edit** for the Work Address and Contact Information section.
6. In the Work Address and Contact Information section, edit your information.
7. Click the **Save** button.

Note: If your name is misspelled or you have legally changed your name, download the Employee Name Change form and follow the instructions. For fields that are not editable in Atlas, such as position title, you will need to contact the administrator for your Department, Lab or Center. See: Who can update the position title that is displayed in the MIT Directory?

Lincoln Laboratory Employees

Lincoln Laboratory employees cannot update their directory information using Atlas and they should contact their HR services. For more information, see How can Lincoln Laboratory employees update their personal information?

Students

By default, the MIT Directory displays certain biographical information about students. The following information for students:

- Name
- Course
- Electronic mail address
- Permanent Home Address
- MIT office address
- MIT office phone number
- Term phone number
- Term address
- Year and registration type
- MIT email address

Students can update their term address, home address, or office address information using WebSIS. Students cannot edit some directory information, including name, course, and MIT email address. If their name or course are incorrect, they can contact the Registrar's Office. If a student would like to receive mail at a different address, they can request to have their MIT email forwarded to another email address.

Students can also use WebSIS to request that their MIT Directory information be suppressed.

Affiliates

Unfortunately, Affiliates cannot update their directory information. Currently, MIT Affiliate accounts are suppressed from the MIT directory.