

# 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](#).