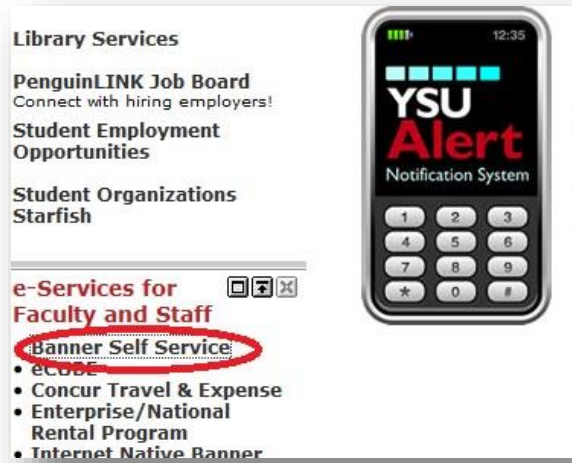


# Update Your Location & Phone # For the YSU Directory

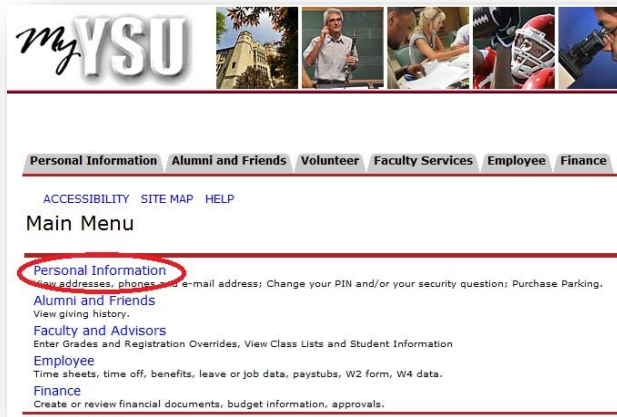
1. Log in to the MyYSU Portal (www.ysu.edu).



2. In the MyYSU Portal, click on "Banner Self-Service."



3. Click on "Personal Information"



4. Click on "View/Update Faculty & Staff Directory Information"



5. Update your phone extension, Building, and Office.

6. Click SAVE and close the browser window.

