

Union County Phone Directory UPDATE INFORMATION

If your information is incorrect:

Navigate to your information

Click on the **Log in** link in the upper right corner of the page. That will bring up the Sign in dialog box.

Use your network user name (normally first initial followed by last name) and your domain password to log into the system.

The screenshot shows the Union County Phone Directory website. A Windows Security dialog box is open in the foreground, titled "iexplore". The dialog box contains the following text: "The server phone.unioncountync.gov is asking for your user name and password. The server reports that it is from Union County Phone Directory." Below this text are two input fields: "User name" and "Password". There is also a checkbox labeled "Remember my credentials" and "OK" and "Cancel" buttons at the bottom. In the background, the website header includes the Union County logo and the text "Union County Phone Directory". A "Log in" link is highlighted with a red box in the upper right corner. The main content area shows a search bar and a table of "Office Information" with the following data:

Office Information	
Office Phone	704-292-2549
Office Fax	704-296-9329
Job Title	Senior Systems Analyst
Department	Information Systems
Office	814I

The screenshot shows the Union County Phone Directory website with a search result for "anne murphy". A Windows Security dialog box is open in the foreground, titled "iexplore". The dialog box contains the following text: "The server phone.unioncountync.gov is asking for your user name and password. The server reports that it is from Union County Phone Directory." Below this text are two input fields: "amurphy" and "Password". There is also a checkbox labeled "Remember my credentials" and "OK" and "Cancel" buttons at the bottom. In the background, the website header includes the Union County logo and the text "Union County Phone Directory". A "Log in" link is visible in the upper right corner. The search bar contains the text "anne murphy". The search result shows a profile picture of Anne Murphy and the text "Murphy, Anne". Below the search result is a table with the following data:

Mobile Phone	Office/Cubicle	Office Fax
	814I	704-296-9329

Once you log in, you can click on the Edit button to modify your information. The edit button is below your data on the left hand side of the screen.

The screenshot shows a web browser window with the URL <https://phone.unioncounty...>. The browser tabs include "Tickets - Open Tickets", "Union County Phone D...", and "CountyConnect". The page title is "Union County Phone Directory" and the user is logged in as "Amurphy".

The user profile for Anne Murphy is displayed, including a photo and a "Home" link. A search bar is present with a "Search" button.

Business Information	Office Information
Preferred Name Anne Murphy	Office Phone 704-292-2549
E-mail Anne.Murphy@unioncountync.gov	Office Fax
Mobile Phone	Job Title Senior Systems Analyst
500 North Main Street	Department Information Systems
Postal Address Monroe NC 28112 (View map)	Office 814I

Below the information table is an "Additional Notes" section. On the left side of this section, there is an "Edit" button, which is highlighted with a red rectangular box.

Verify your information (phone number, job title, office/desk location)

Once edits are complete, click the Save Changes button, located where the Edit button had been.

The screenshot shows a web browser window with the URL <https://phone.unioncounty...>. The page title is "Union County Phone Directory" and the user is logged in as "Amurphy". The profile for Anne Murphy is displayed, including a photo and a search bar. The profile is divided into two main sections: "Business Information" and "Office Information".

Business Information		Office Information	
Given Name	Anne	Office Phone	704-292-2549
Last Name	Murphy	Office Fax	Fax Number (facsimileTelephoneNumber)
Full Name	Anne Murphy	Job Title	Senior Systems Analyst
Preferred Name	Anne Murphy	Department	Information Systems
E-mail	Anne.Murphy@unioncountync.gov	Office	814I
Mobile Phone	Mobile/Cell Telephone Number (mobile)		
Postal Address	500 North Main Street		
	Monroe		
	NC		
	28112		

Below the profile information is an "Additional Notes" section with a text area for "General Information (info)". At the bottom left, there are two buttons: "Save changes" and "Cancel", which are highlighted with a red box.