

## How to Update Your Campus Address and Phone Number

Please take a moment to login via OnePort at <http://luminis4.unca.edu/cp/home/loginf> and verify your university office address and phone number. Your OnePort login is the username and password that you use to login to your computer each day.

When your login to OnePort is complete:

- Choose the “Employee” tab
- On the left side of the screen, click on “Change Office Address. This is a secure link that will require you to enter your login information again
- After you sign in, your address information will display as it currently appears in the online directory
  - If any of the information is incorrect, please make changes under “New Address” and click the “Submit” button. *Note: If you make any changes, all fields must be completed and submitted.* Information will update in the online directory overnight and the changes you made will display online the next day.
  - If your information is correct, simply close the browser window and logout of OnePort

Thank you for helping us to provide an accurate online campus directory. If you have questions regarding your address update, please contact one of the following individuals:

- Faculty      Elaine Warren      [ebwarren@unca.edu](mailto:ebwarren@unca.edu)
- Adjuncts    Alicia Henry      [ahenry@unca.edu](mailto:ahenry@unca.edu)
- Staff        Carol Embler      [cembler@unca.edu](mailto:cembler@unca.edu)