

Update My Entry in the NIH Directory

There's nothing more annoying than to look for an NCI employee address or phone number and not be able to find them electronically, in the NIH Telephone Directory or by contacting the operator.

We can easily eliminate this by updating our listing in the NIH Directory Service. An important feature of the NIH Directory Service is that NCI staff can check and correct the information in their own directory entries. The simplest way to accomplish this is through the use of the NCI-supported web browser. Before starting this process you must know your alias and password. To find out what your alias and password are, send a blank mail message to getpass@nih.gov. You will be sent your alias and your current password in a return message.

Using the Web-based Change Form

1. Using your Netscape browser, go to <http://directory.nih.gov>.
The NIH Directory and Email Forwarding Service page should appear on the screen.
2. Under the **Change Entry** option, click **change**.
3. A *Security Information* dialog box (window) may appear. If so, advance through the security screen(s) by clicking **Continue** or the appropriate button(s).
4. Type your **alias** in the text box and press Tab
Example: **gh12t**
5. Type your **password**
6. Click **Enter**
7. A *Change Form* will appear allowing you to fill out the information you would like to change. Be sure to use full spelling of your organization name, address, area code and phone number
8. Click **Change Item**
9. Your updated directory listing will appear on the screen.

If you encounter any problems, contact the NIH Help Desk at 301-496-4357