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**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

## Extension IT Tech Tips - September 2024

### Update with instructions to access UI Info

#### Verify and Update information in UI Info

You are encouraged to check the information in your profile through the UI Info and update as needed. Some of the information that you can update includes Home Address, Office Address, Office Phone Number, and personal information such as Emergency Contact and Personal Email.

#### Access UI Info

You can access the UI Info by logging into the portal and choosing Nessie on the left side. UI Info will be an option on the right side of the screen. Choose My Profile, then on the right choose Access My Profile and log in.

You can also go directly to <https://www.hr.uillinois.edu/myinfo> and then choose My Profile.

#### Remove Middle Name

Many of you have noticed that Outlook and Teams show your Middle name as part of your name. While you are in the UI Info, you can edit the Demographic Information section and enter a Preferred First Name. This will be the name that will show in Outlook and Teams instead of your first and middle names.

Changes to the UI Info will take a few days to be reflected in Outlook and Teams.

It is important to note that changes made in UI Info will not be reflected in your staff entry on the Extension website. If information needs to be added or updated on this profile, contact your Unit marketing person or submit a ticket to [extensionit-help@uillinois.edu](mailto:extensionit-help@uillinois.edu).



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University of Illinois Extension

101 Mumford Hall (MC-710) | 1301 W. Gregory Dr. | Urbana, IL 61801  
(217) 333-9025 | [extensionit-help@illinois.edu](mailto:extensionit-help@illinois.edu)

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