Instructions for updating your default eMail address in the Campus Directory

These instructions assume that you have registered your UCSB Net ID and that you know your ID and password. If not, you can register and/or obtain your Net ID or reset your password at http://directory.ucsb.edu. See instructions for obtaining a UCSB Net ID and password, if needed.

If you know your UCSB Net ID and password, you can follow these instructions to set a default eMail address that eGrades will use for important notifications and confirmations regarding student grades.

1. Go to http://directory.ucsb.edu

2. When the UCSB Directory Service Page is displayed, go to the upper-right hand corner of the page, enter your UCSB NetID and Password and click the “Login” button.

3. If the credentials entered were correct, you will see a yellow box in the upper right hand corner confirming that you are logged in to the directory.

4. Click one of the “Update” links above or below the blue search box to update your directory information.

5. A form will appear allowing you to enter and/or edit any directory information that is missing or out of date.

6. You can enter email addresses in the UCSB Email 1, UCSB Email 2, and/or the Personal Email fields.

7. After you have updated relevant email addresses, and any other information, click the “Update” button in the upper-left corner of the screen.

8. If you have provided more than one email address, the next page will ask you to designate your preferred, default email address. This will be the email address that eGrades will use.

9. You can also designate whether you want your information printed in the printed campus directory.

10. After providing this information, click the “Save Preferences” button, and your directory listing will be updated.

11. If you are an instructor or teaching assistant, you can confirm that eGrades will be using the correct address by logging into eGrades (www.egrades.sa.ucsb.edu.). Upon login, your email address will be displayed above the courses that you are teaching. This will be the “default email address” that you just set in the directory.