

Updating Your e-Builder Profile

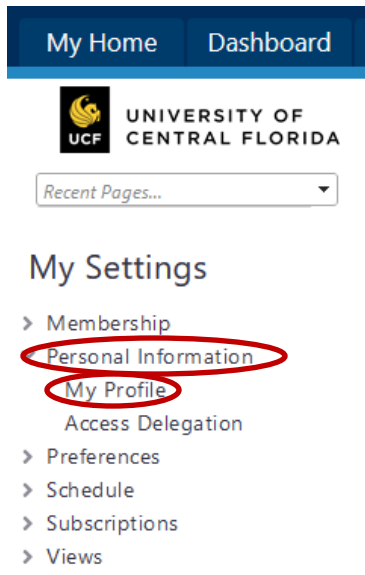
Each e-Builder user has a system profile that lists basic contact information including name, title, address, e-mail address, and phone number. It is important that users keep their profile current as this information changes because several processes will automatically fill in data fields using it.

To update your profile:

- 1) In e-Builder, click on Setup at the top of the page.



- 2) On the left side of the Setup page, click on Personal Information to expand the submenu, then click on My Profile.



- 3) Your profile is displayed. Click the Update button on the right side of the page to edit the information. Click Save when finished.

A few notes about your profile information:

- For UCF employees, Company is always UCF and Type of Business is always “Owner / Owner’s Rep”.
- For Facilities and Business Operations employees, use the proper department acronym for Department (PDC, FO, etc.) to keep our reporting consistent.
- Use proper capitalization when filling in fields, i.e. “Project Manager” and not “project manager”. Processes will pull this information and auto-fill data fields used to populate official documents, so enter information as you would expect to see it on paperwork.