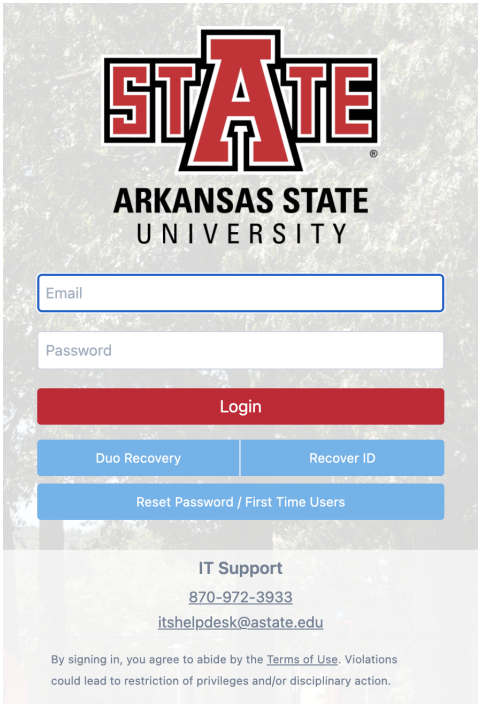
How to Update Staff Directory Information

If an employee needs to update their A-State phone number, building, or office/room number, follow the instructions below.

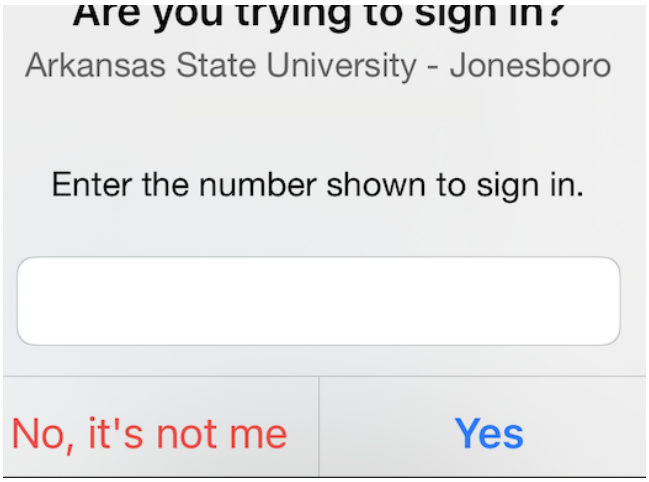
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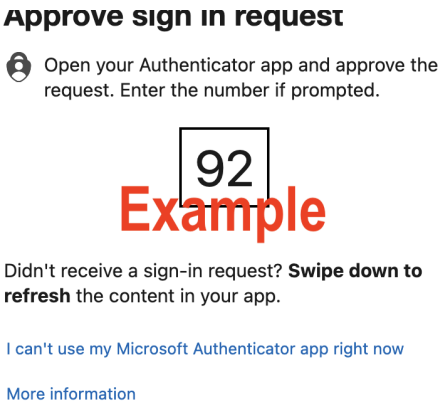
1. Go to my.AState.edu

2. Enter full A-State email address and password and click **Login**.

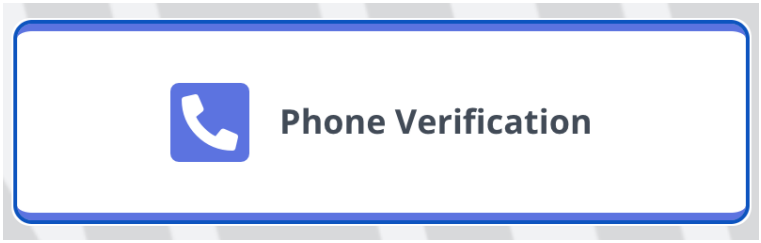


3. Authenticate using **Microsoft Authenticator** on your mobile device.

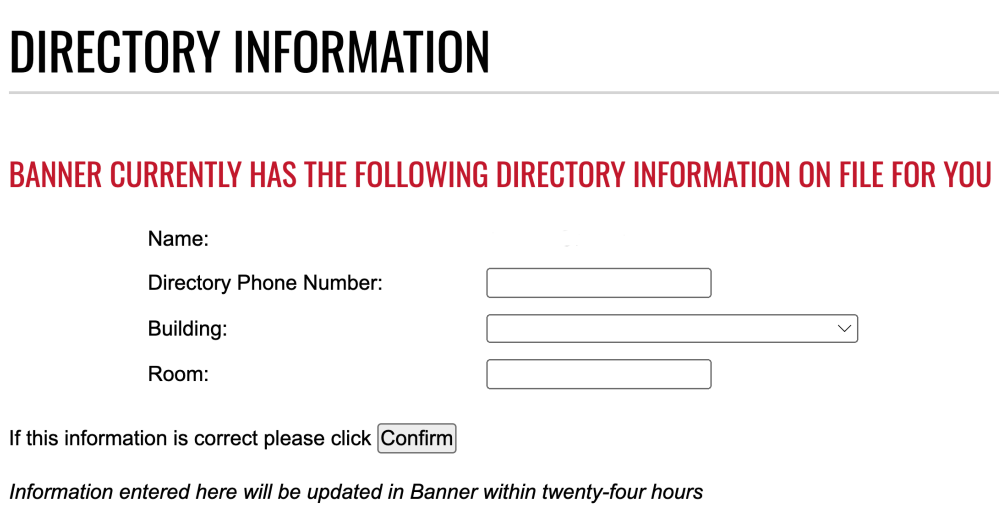




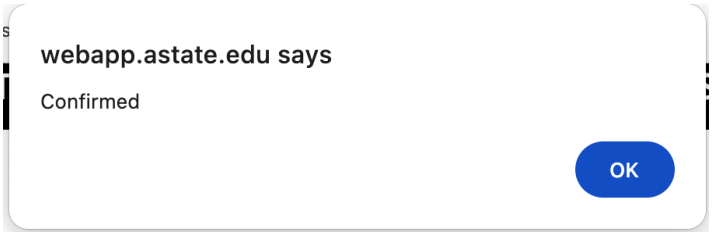
4. Scroll down and click on **Phone Verification**.



5. Update your information and click **Confirm**.



6. Click **OK.**



> For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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