

## Notifications from the LMS are being sent to the wrong email address

Notifications are sent to your “Official Email” address listed in the UCLA Enterprise Directory. If you would like to designate another email address as your Official Email, then your department Directory Updater must update your records.

If you do not know who your Directory Updater is, then you can find them from this list below:

<http://www.directory.ucla.edu/updaters.php>

Once the Directory Updater is in the system, there is a check box under the email field that states “Make this my official email”. Check that box and the system will update. The notifications will be sent to the desired email after 48 hours.

**UCLA DIRECTORY UPDATE SYSTEM**

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### Add Record: Individual

\* Required fields

\* Employee ID:

\* Name:    
Last First/M.I.

Nickname:

\* Working Title:

\* Campus Work Unit:

\* Work Location:

\* Dept Code:

Mailcode:

\* Telephone:

Fax:

Pager:

E-mail:

Make this my official email

E-mail Privacy Options:  Campus  Online Directory  Internal  Database Only

URL:

Would you like to add a "Scheduling & Support" contact to this person's record?  
 Yes  No

Listing Options:  Campus (Print, External, Internal, Database)  
(all fields except the E-mail field)  
 Online Directory (External, Internal, Database)  
 Internal (Internal, Database)  
 Database Only