

How to Update Your Profile (search.rutgers.edu)

1. Go to search.rutgers.edu

Search for your First Name Last Name

Click on Change & Corrections

RUTGERS

People Websites RBHS Search Buildings Events University Units

First Name Last Name
Ex: Smith, Jo+n or John Smith or Van Buren, or ,John

First Name Last (STAFF)
Title: Staff

Email Address
Staff: firstnamelastname@rutgers.edu

Postal Address
Staff: RWJ-Information Technology
125 Paterson Street
New Brunswick, NJ 08901

Location
Staff: Clinical Academic Building
College Av

[Search People](#) [Tips](#) **Changes & Corrections** [FAQs](#) | [Student Emergency Contact Update](#)
For assistance, contact the Help Desk in [Camden](#), [Newark](#), or [New Brunswick](#).
For additional information about Rutgers, contact RU-INFO at 732-445-INFO (4636) or visit [A](#).
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2. Login to: cas.rutgers.edu with your NetID and password

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authentication is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password: Ensure proper security - keep your password a secret

Authentication Type: Default

Justify me before logging me into other sites.

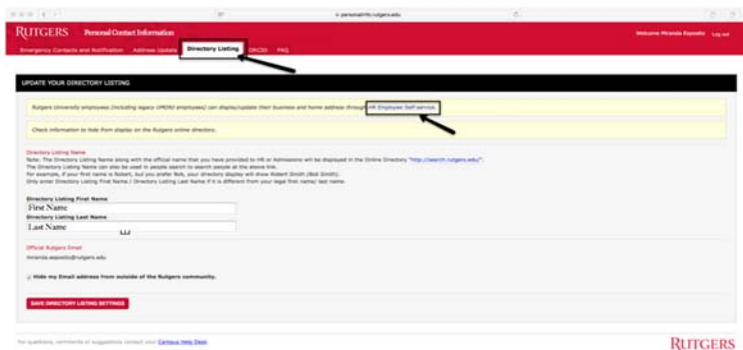
To protect your privacy please log out and exit your browser when you are done accessing services that require authentication

[LOGON](#) [Forgot NetID or password?](#) [First time users, activate your NetID](#)

Links to campus web sites: [Camden](#) [Newark](#) [New Brunswick](#) [Paterson](#) [Rutgers University](#)
For assistance, contact the Help Desk in [Camden](#), [Newark](#), or [New Brunswick](#)

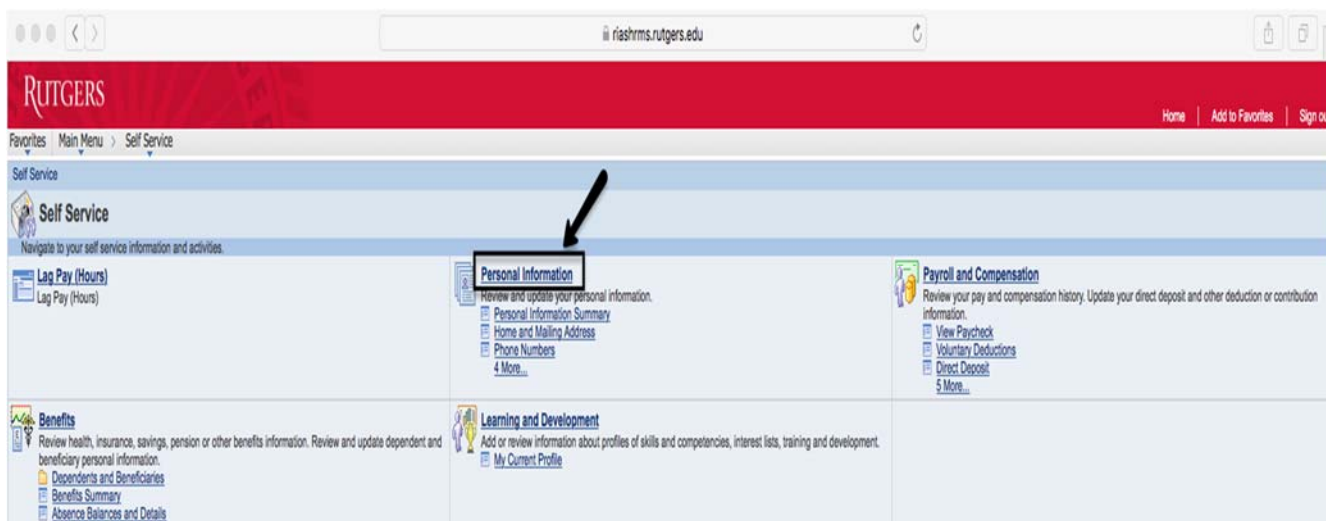
RUTGERS

3. Select “Directory Listing”, then select “HR Employee Self-service”

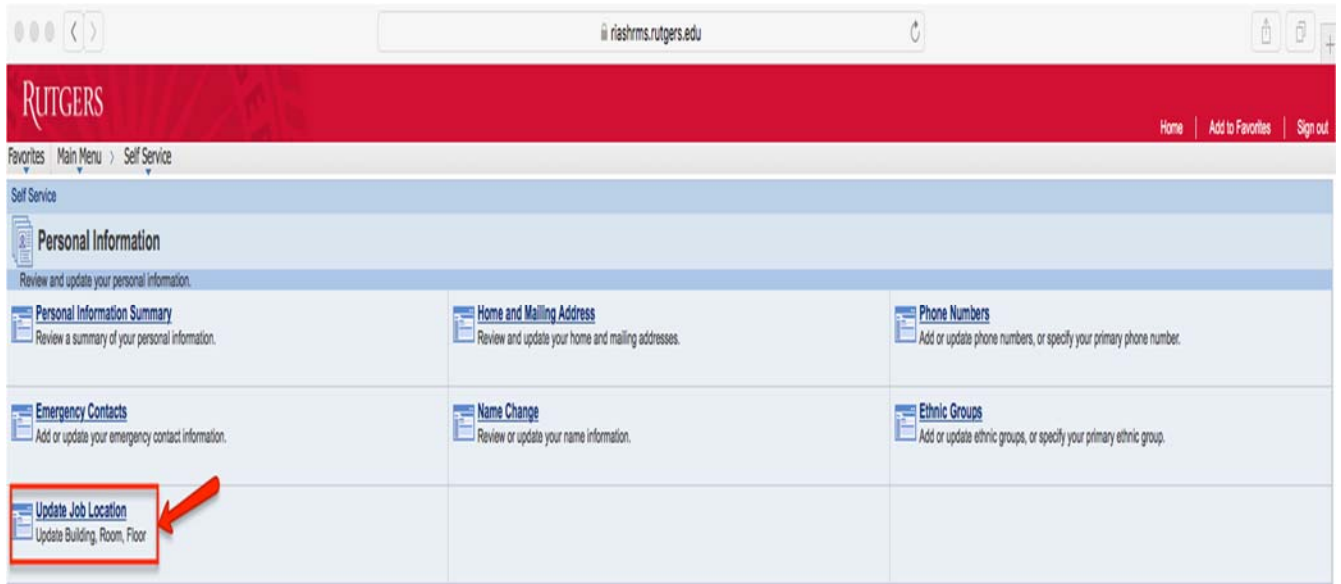


4. Login to: cas.rutgers.edu with NetID and password once again

5. Click on “Personal Information”



6. Click on “Update Job Location”



7. Input your updated information:

- a. Select the “+” Sign to add a location
- b. Select the Magnifying Glass to search for the Building #
- c. Add Room #
- d. Click Save

