

The online Campus Directory is published by the University. Students must inform the university if they do not want directory information published by updating their Directory Profile on the [Personal Information Dashboard](#). (scroll down to **Other** section)

When preparing the campus directory, the university first looks to see if a residential living address/phone is on file. If not, the university then checks to see if a current address/phone is on file. If no current address/phone is available, the university uses the permanent address/phone.

**IMPORTANT:** Read these instructions before proceeding:

- To **exclude yourself entirely** from the campus directory, **uncheck your Name**.
- To exclude the displayed Washburn e-mail address, uncheck E-mail.
- To indicate that you don't want ANY postal address published in the campus directory, uncheck ANY of the THREE address categories (Residential Living, Student Current, Student Permanent).
- To indicate that you don't want ANY telephone number published in the campus directory, uncheck ANY of the THREE telephone categories (Residential Living, Student Current, Student Permanent).

Click the **Update** button when you are through updating your profile.