

How to Add Your Campus Office Information to the Web Directory

Once you know your department name, room number, and phone extension, you can update the directory using the University's self-service system known as SAIL. Here are the steps to complete this very simple but important process.

1. To access SAIL, go to <https://sail.oakland.edu>.
2. Click on **Log In to Secure Area**.
3. Log in using your NetID credentials (same as your email name and password).
4. Select the **Personal Information** link.
5. Click on **View/Update Address(es) and Phone(s)**
6. At bottom of page, choose "Campus Office" from **Type of Address to Insert** menu, and click **Submit**.
7. Fill out the information as shown below:
 - a. **Valid from this date** (Insert current date)
 - b. **Until this date** (Leave blank)
 - c. **Address Line 1** (Insert official name of department, ex. University Human Resources))
 - d. **Address Line 2** (Insert room number and building, ex. 431 Wilson Hall)
 - e. **Address Line 3** (Oakland University)
 - f. **City** (Rochester)
 - g. **State** (Michigan)
 - h. **ZIP** (48309)
 - i. **Primary phone number** (Ten digit phone number, including area code)
8. Click **Submit** at the bottom of the page.

Please contact University Human Resources at (248) 370-3480 if you have any questions or issues with this process.