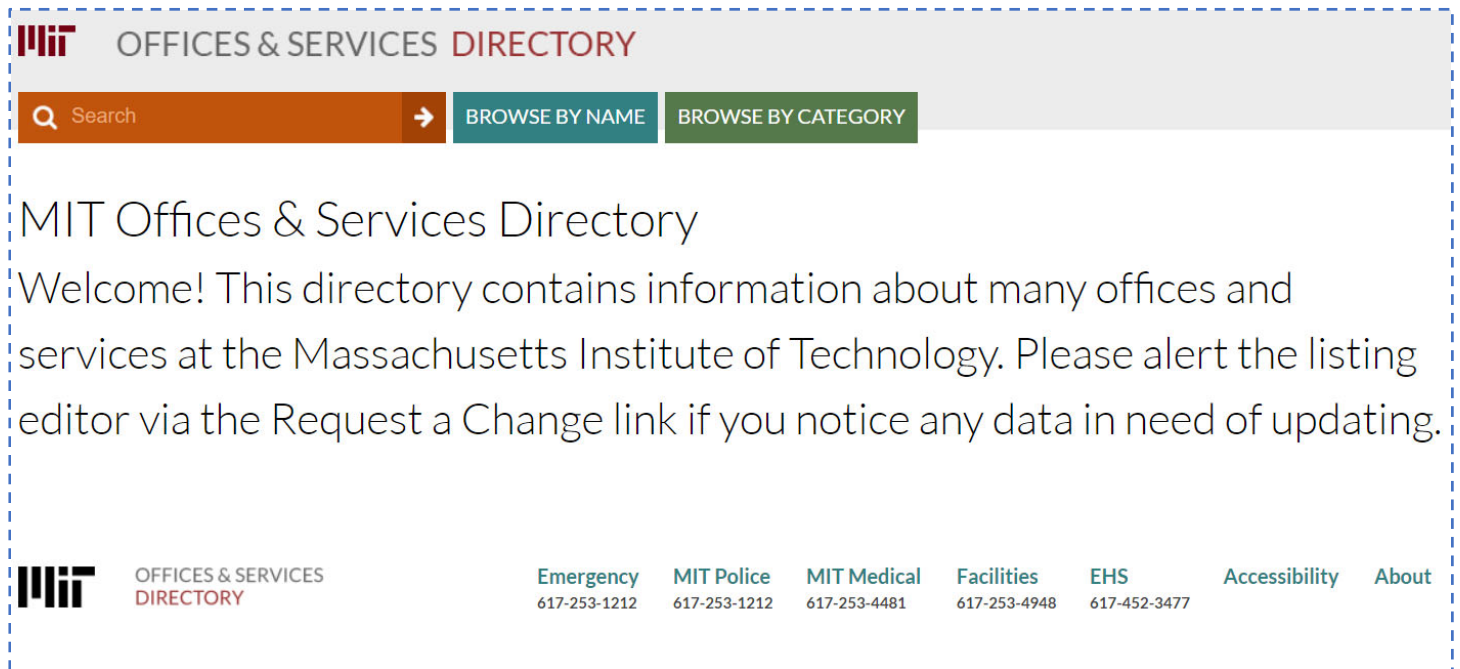


## HOW TO CHANGE YOUR LOCATION....

MIT OFFICES directory update, go to <https://officesdirectory.mit.edu/>

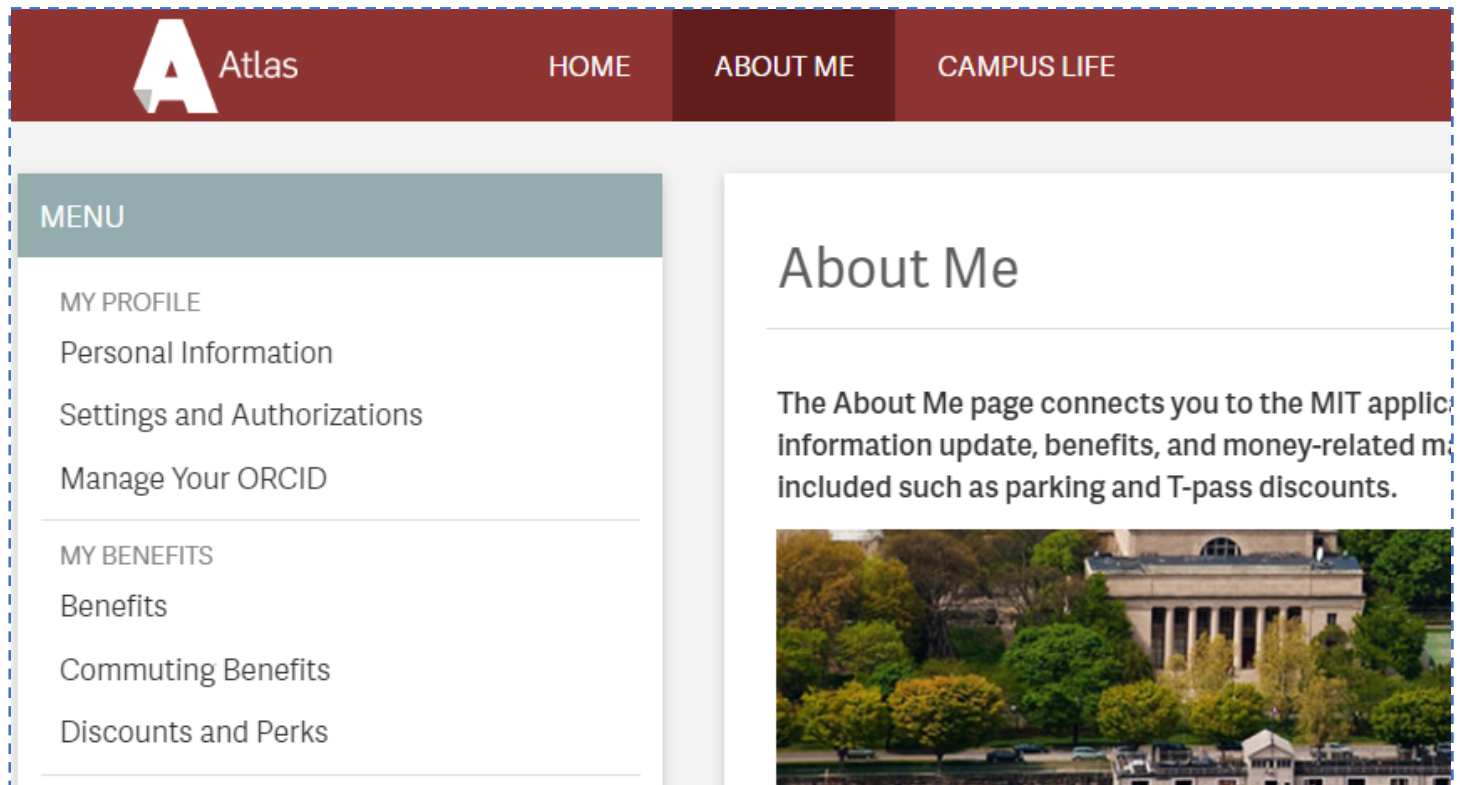
Groups may have their own websites that they need to update too.



The screenshot shows the MIT Offices & Services Directory homepage. At the top left is the MIT logo. The main heading is "OFFICES & SERVICES DIRECTORY". Below this is a search bar with a magnifying glass icon and the word "Search". To the right of the search bar are two buttons: "BROWSE BY NAME" and "BROWSE BY CATEGORY". The main content area has the heading "MIT Offices & Services Directory" followed by a welcome message: "Welcome! This directory contains information about many offices and services at the Massachusetts Institute of Technology. Please alert the listing editor via the Request a Change link if you notice any data in need of updating." At the bottom of the page, there is a footer with the MIT logo, the text "OFFICES & SERVICES DIRECTORY", and several links: "Emergency 617-253-1212", "MIT Police 617-253-1212", "MIT Medical 617-253-4481", "Facilities 617-253-4948", "EHS 617-452-3477", "Accessibility", and "About".

**STUDENTS** can update Personal Information in WEBSIS, Biographic Information section.

**EMPLOYEES** change their locations in Atlas <https://atlas.mit.edu/> ABOUT ME, Personal Information



The screenshot shows the MIT Atlas website. At the top left is the "Atlas" logo. The main navigation bar has three items: "HOME", "ABOUT ME", and "CAMPUS LIFE". Below the navigation bar is a "MENU" section with the following items: "MY PROFILE", "Personal Information", "Settings and Authorizations", "Manage Your ORCID", "MY BENEFITS", "Benefits", "Commuting Benefits", and "Discounts and Perks". To the right of the menu is a "About Me" section with the heading "About Me" and the text: "The About Me page connects you to the MIT application information update, benefits, and money-related matters included such as parking and T-pass discounts." Below the text is a photograph of a building with columns, surrounded by trees.