Contact Information in TUPortal

Cherry and White Directory
Log into TUPortal.temple.edu, then click on “Staff Tools”.

On the lower right of page you will see “Personal Information” Channel. Underneath is “Addresses and Phones”. Click on this tab.

To add your work address, under “Add other Address” select “Temple Directory” from the drop down menu and then click on Submit button.
Add your physical and mailing address information in the fields below. Click on Submit button when finished.

Your Work address will appear underneath your Permanent address.
To add phone numbers, click on the yellow icon and “Add A New Phone Number field will appear”. Select the Phone Type from the drop down menu and enter Area Code and Phone Number. When you are finished, click on Submit button.

On the bottom right of the page is “Your Cherry and White Directory Information”. Please select a phone number from the options available so it will populate in the Cherry and White Directory.