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 Mailing Address” 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.

Click on Pencil Icon to edit address
To add phone numbers, click on the yellow icon and “Add A New Phone Number field will appear”. You will then be prompted to indicate whether the number is domestic or international.

You will then select the “Phone Type” and enter the designated Phone number.
After you input your direct line, click submit.

Click on the hyperlink “Address and Phone” to go back data page.

**Adding a new phone number**

Your phone number has been saved. Return to the Address and Phone listing.

You can repeat this process to add your mobile phone and a department phone number to your profile.
In order for a phone number to populate in the Cherry and White Directory you will need to select and save the designated number. Scroll down the Personal Information page to “Your Cherry and White Directory Information”. For Direct Phone, select from the numbers you added under Phone Numbers.

Click on “Save Directory Information”.

To check your information in Cherry and White, go to the “TUAPPLICATIONS” on the left hand side of TUPORTAL. You will see a hyperlink for “Cherry and White Update”.

Canvas
Self-Service Banner
TUmail (Exchange / GMail)
Google Apps
OWLbox
TUlibrary
Lynda.com
Diamond Dollars
Get My TUid
Cherry and White Update
If you would like to create a “alias” email address in lieu of your AccessNet Username, you can add it here.

Under Search – Basic, type in your name is the designated fields and click Search. Your Profile should populated with your contact info.
TUAlerts: All members of Temple University are set up to receive notifications regarding critical information concerning the Temple Community. If you enter a mobile number on your Profile, you will automatically be registered to receive text messages from Temple’s automated system.

If you **DO NOT** want to receive text messages you must Opt-Out.

Click on “Addresses and Phones” on the Staff Tools tab in TUPortal. You will see “TUALERT NOTIFICATION OPT-IN/OUT”.

Click on the “No” button to OPT-OUT. It will re-populate as to a green “Yes”.