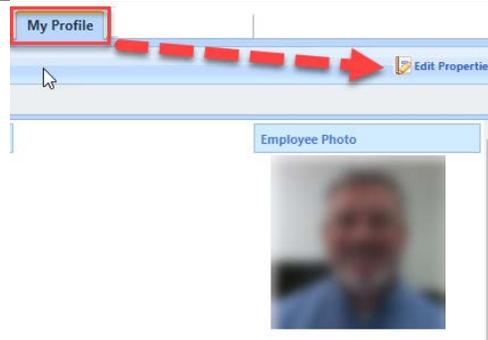# DCF Directory Profile

- This document will show you how to change you DCF Directory Profile.
- Here you can change your phone numbers, building location, room number, Manager
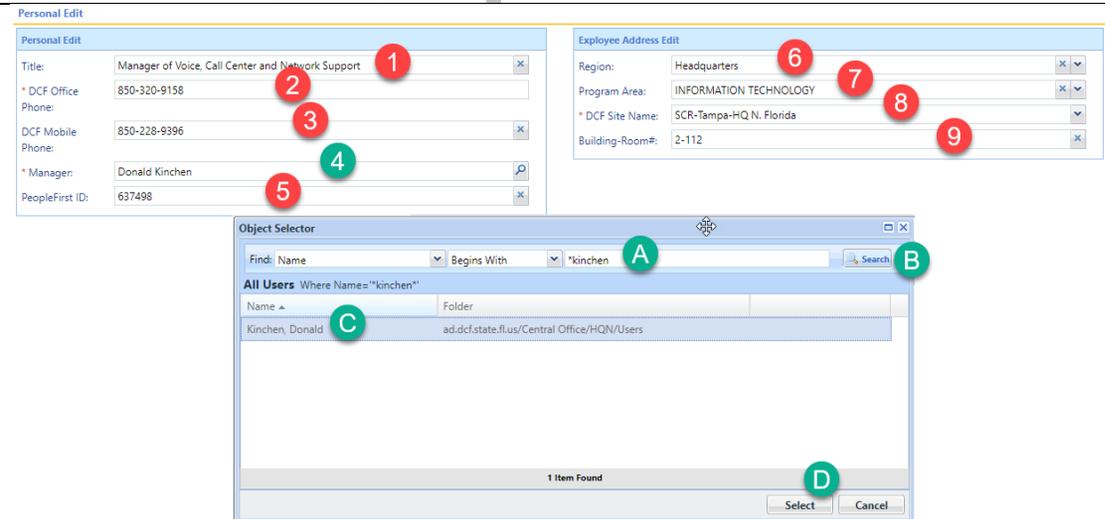
Navigate to https://directory.dcf.state.fl.us/rDirectory.aspx

Click on My Profile:

Click on Edit Properties (top right):

Edit any of the following fields (1-9):

1) Title – Your People First Title
2) DCF Office Phone – 10-digit Avaya phone number
3) DCF Mobile Phone – If issued, your 10-digit mobile phone number
4) To add manager, click the magnifying glass
   a) Type Manager's last name
   b) Click Search
   c) Click on the Manager's name
   d) Click on "Select"
5) Enter your PeopleFirst ID
6) Select your Region from the dropdown list
7) Select the Program Area from the dropdown list
8) Select DCF Site Name from the dropdown list
9) Enter Building # if applicable, Floor # and Room #

Click on Save (bottom center)