How do I update my CalNet Directory listing to facilitate access to bCourses material via Study.net?

<table>
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<th>Step</th>
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</table>
| 1    | Direct your browsers to [http://www.berkeley.edu/directory](http://www.berkeley.edu/directory)  
Click on the **Update Your Listing** button. |
<p>| 2    | On the next page click <strong>Authenticate</strong> and enter your CalNet credentials in the ensuing dialog. |</p>
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<td>3</td>
<td>Once authenticated, click on the <strong>Edit Person Information</strong> button.</td>
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### Step 3: Edit Person Information

1. Log in to your CalNet account at https://calnet.berkeley.edu.
2. Click on **Manage Your Identity**.
3. Click on **Edit Person Information**.
4. In the **Preferred Name** field, enter your preferred name (e.g., WILL RODMAN).
5. In the **Official Email** field, enter your official email address (e.g., will_rodman@berkeley.edu).
6. In the **Personal Email** field, enter your personal email address (e.g., will_rodman@gmail.com).
7. In the **IM Screen Name** field, enter your screen name if applicable.
8. Click on **Update**.

### Step 4: Update Person Information

4. Under the **Update Person Information** page, change both your **Official Email Address** and **Personal Email Address** fields to your ...@mba.berkeley.edu email address.

When finished, click **Update**. Your new listing will be reflected within 24 hours.

### Step 5: Access bCourses Material

5. Once your new directory listing is active you will be able to access your bCourses material through Study.net.