

Short guide – How to change your telephone number and room number in Lucat

This short guide instructs you how to change your telephone number and room number in Lucat. It is important that this information is up to date since it is the information presented on the LU website when people search for your contact information.

1. Go to the log in site for Lucat. You can find it on the *LU Staff pages*: <https://www.staff.lu.se/>
2. Log into Lucat using your lucat-id
3. When logged in, you are at your personal site.
4. Telephone number and room number are changed through your *Verksamhetsroll* and you can see them in a list on your personal site.

Verksamhetsroller					
Roll	Enhet	Telefonnummer	Mobilnummer	Primär	
katalogadministratör	Kansli N	+46462229562		<input type="checkbox"/>	Ändra
personalsamordnare	Kansli N	+46462229562		<input checked="" type="checkbox"/>	Ändra

5. Klick on *Ändra*. A new window will open.
6. In this window you can register/change your telephone number.

Telefonnummer	Mobilnummer	Faxnummer
<input type="text" value="+46462229562"/>	<input type="text"/>	<input type="text"/>

7. Scroll down a bit in the open window and you can register/change your room number.

Rumsnummer
<input type="text" value="B152A"/>

8. When you have updated your information, click on *Spara* at the bottom of the window.

<input type="button" value="Avbryt"/>	<input type="button" value="Spara"/>
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9. The information has now been changed and saved and you can log out. It can take up to 24 hours before the information has been updated on the website.