

BIZeBEARS – Auto-fill Your Information

SLAE Services Center

A nice feature of BIZeBEARS is that if you click to create a new ticket, BIZeBEARS takes the information directly off what is listed on the Cal Directory to auto-fill your basic information. Below are instructions to update your information in the UC Berkeley Directory.

First go to the Berkeley Directory and click “Update Your Directory Listing” on the right side:

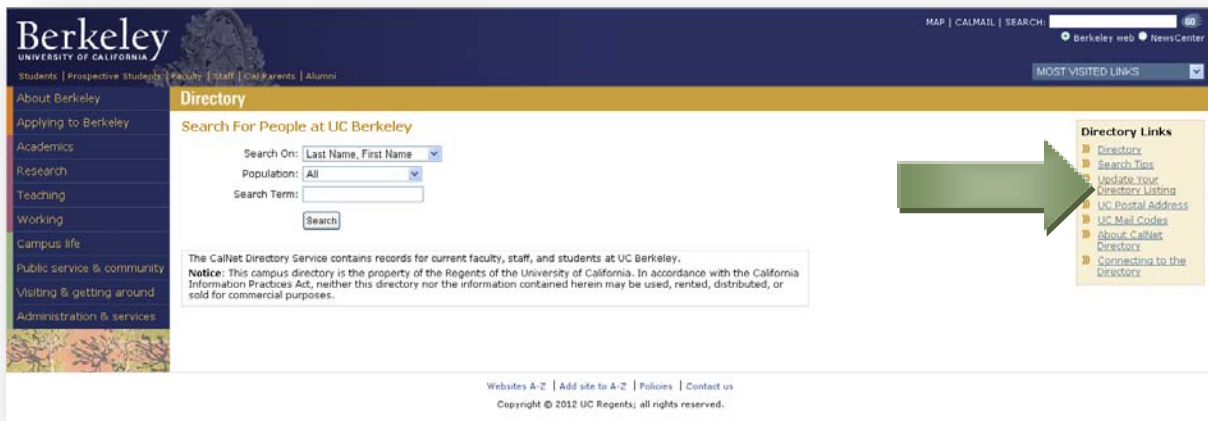


Diagram 1

Click “Authenticate” to log in with your CalNet ID, then click “Edit Address Information”

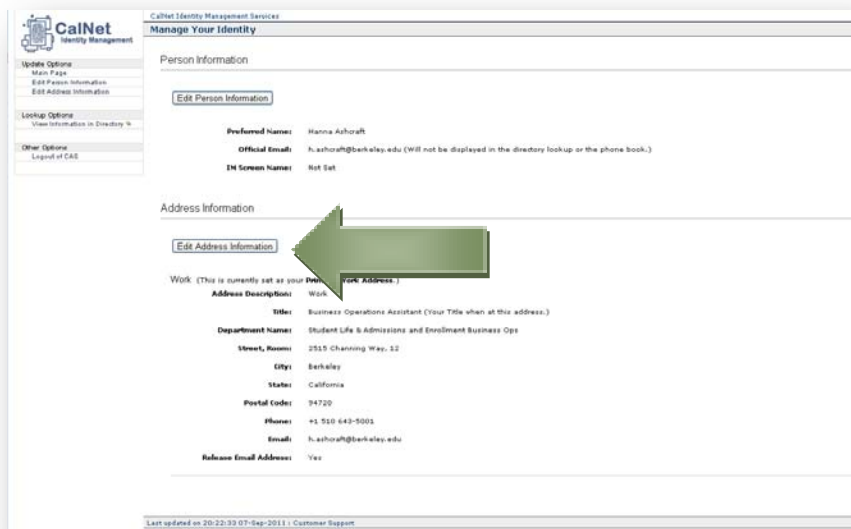


Diagram 2

If you are not already listed in the Cal Directory, click “Add New Address”
 If you just need to update your information, click “Edit”



Diagram 3

Make sure to click “Update” when filling in the desired information



Diagram 4

Then, when you wish to create a new ticket in BIZeBEARS, your basic information will be pre-filled for you! For example, in Diagram 5, all of the information shown was already filled when I clicked New Ticket.

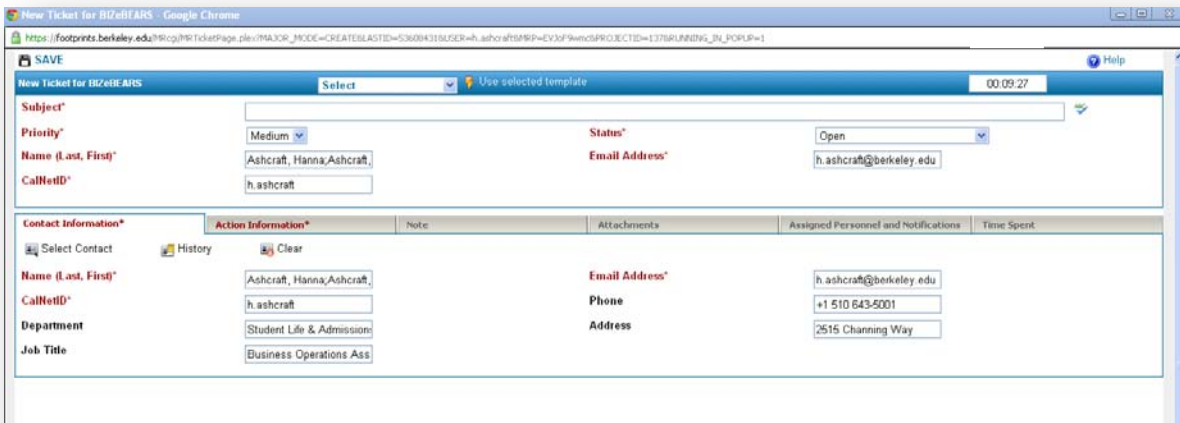


Diagram 5