

How to update constituent information on University of Nebraska alumni, donors or friends

This guide shares information about how to update data stored by the University of Nebraska Foundation on our alumni, donors and friends.

Why

To ensure our source of truth for data is always accurate, please share updates you may receive from donors, alumni and friends. The types of information needed:

- Updates to names, titles or suffixes
- Email addresses, street addresses or phone numbers
- Employment changes
- Marital status and names of relatives
- Deceased notifications
- Names of recipients who have asked to be removed from communications

Who

Contact:
Biographical Records
biographicalrecords@nufoundation.org

UNIVERSITY OF NEBRASKA FOUNDATION

When

Please send updates as soon as you are notified of information changes. This will ensure that all Ali CRM users across the University of Nebraska system have the most accurate information to use for contacting donors, alumni and friends.

How

If you have a large amount of data to update or received returned mail, please email the biographical records team. They will guide you on how to provide the information to update. When requesting changes to an individual's information, please include the following:

- Individual's full name
- University of Nebraska Foundation lookup ID (if you have access to Ali CRM or received a list from UNF including that number)
- NU ID number (if applicable)
- Outdated and current information
- Source of the information (news article, constituent request, returned mail, etc.)

After your request is sent

The biographical records team will reach out with any questions to ensure accuracy. They also have access to various sources to validate and verify the requested changes. A team member will notify you once the changes are made.

About Advancement Services

The University of Nebraska Foundation's Advancement Services team is the backbone of advancement operations, providing value-added service to the engagement of the university's alumni, donors and friends.

If you have questions about the foundation's advancement operations, contact Jessie Rader at jessie.rader@nufoundation.org or 402-458-1206.