

# University Online Directory

## User's Guide



UNIVERSITY of  
**ROCHESTER**

## Maintaining Business Information for Faculty/Staff

**Telephone Department Coordinator**

**Access via:**

**[http://tech.rochester.edu/updating-online-  
directory-information/](http://tech.rochester.edu/updating-online-directory-information/)**

**click the**

**Department Administrator Login**

**link**

Revised October 2015

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### **If you need help . . .**

**To provide input or suggestions for this guide and for the Online Directory:**

**University IT  
585-275-2000  
[UnivITHelp@rochester.edu](mailto:UnivITHelp@rochester.edu)**

# Online Directory Editing Guide

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## Online Directory Listings

The University's Online Directory provides faculty, staff, and student\* business information. University IT manages the servers, databases, and web applications used by Telephone Department Coordinators (TDCs) to update and correct business information for department faculty and staff. The [Phone/Email] link on the University's homepage ([www.rochester.edu](http://www.rochester.edu)) uses the information from the system.

Faculty and staff information for directory listings comes from two sources:

### **The Human Resource Management System (HRMS)**

First, middle, and last name; suffix (Jr, Sr, etc.), and medical titles of licensure originate from HRMS. Department name, business title, and business mail address also come from HRMS. Nightly feeds from HRMS update faculty and staff information in the Online Directory.

### **Telephone Department Coordinators (TDCs)**

Department representatives have the responsibility of maintaining physical location, telephone numbers (primary and secondary) and e-mail addresses (required for an @rochester.edu email address). Access is approved by a department head or chair.

TDCs can change a displayed first name and/or middle name or suppress an individual's suffix, such as Sr. and Jr.

TDCs should update faculty and staff information regularly. This allows real-time updates for online listings.

### **What do I need to access and update the on line directory?**

Any computer running the latest versions of Chrome, Firefox, Internet Explorer, or Safari.

### **Who updates the directory information?**

It is the responsibility of the department to update and maintain directory information. TDCs have access to the "Update Panel" described in this training manual. To change or add TDCs for your department, go to [www.rochester.edu/it/forms](http://www.rochester.edu/it/forms). Scroll to the Networking and Communications heading to find the Directory Administrator Authorization form.

### **Term used in this training guide:**

*CSV: Comma Separated Values File* – File that uses commas to denote different columns. It can be opened with Excel and other Microsoft Office applications.

\* University Registrar and ResLife offices maintain student information within the ISIS system. Nightly feeds update ISIS information in the Online Directory.

# Online Directory Editing Guide

Start your web browser and go to <http://tech.rochester.edu/updating-online-directory-information/>.

## Updating Online Directory Information

### Students

Changes should be requested in person at the Registrar's Office, 312 Lattimore Hall.

### Faculty and Staff

Personal information such as last name and home information, can be updated in the [Human Resources Management System](#).

Updates to other directory information, including work phone numbers and email addresses, are processed by Telephone Department Coordinators. To find out the name of your Telephone Department Coordinator or to notify University IT of any errant listing, contact the IT Help Desk at (585) 275-2000.

### Telephone Department Coordinators

Telephone Department Coordinators (TDCs) are responsible for updating online directory information for employees within their department.

[Department Administrator Login](#)

- [Online Directory Editing Guide](#)
- [Directory Administrator Access Authorization Form](#)

Select [Department Administrator Login]. This will take you to the Department Administrator Login page.

**Updating Online Directory Information Page**

# Online Directory Editing Guide

**Enter your NetID and password** in the appropriate boxes and click [**Login**]. **This will take you to the Administrator Menu page.**

Department Administrator Login

Netid

Password

Login

**Tip:** Bookmark this page to directly access the Department Administrator Login page in the future.

## Department Administrator Login Page

**My Department(s)** - Drop-down box selects the Division/Department you wish to update. Click on the drop-down box arrow [▼]. If you are authorized to access multiple division/department(s), they will be displayed in numerical order. Choose the Division/Department you would like to update. If a department is missing from this list or if your scope of responsibility has changed, see page 2 of this guide for contacts.

**1. Edit My Group** - Provides Faculty/Staff listings for the selected Division/Department for updating.

**2. Print All My Faculty & Staff** - Provides a report of ALL individuals in your Division/Department(s).

**3. Print My Department Listings as Displayed Online** - Prints an alphabetized list of your department(s) Faculty/Staff Directory listings. This report is available so that you can verify the displayed information of both the internal and external directories.

**4. Print My Error Report** - Displays individuals who may have errors in their information.

**5. Download My Department to Excel** - Creates a comma delimited file (.csv) that can be opened with Excel or other Microsoft Office applications.

Administrator Menu

Administrator:

[Logout](#)

**My Department(s)**

100110 ▼

100110

100004

100311

100084

100080

100087

100086

300062

Edit My Group

Print All My Faculty &

Print My Department L

Print My Error Report

Download My Department to Excel

isplayed Online

Submit

## Administrator Menu Page

# Online Directory Editing Guide

## Information on the individual screen items:

**1. Edit My Group** – This option allows a TDC to access individual listings from the Division/Department selected on the Administrator Menu page. Once this option has been selected and submitted, the following Edit Employee Detail Screen will appear:

**Edit Employee Detail:**

NORMAN ACUNIS Search

NORMAN ACUNIS  
DEBORA BEEGEN  
WILLIAM M BENTLEY  
DOUGLAS R BENTLEY  
VIRGINIA A BOLTON  
WAYNE BOWDEN  
BARRY BUCHIERE  
KIMBERLY E BUTLER  
TIMOTHY CASTLE  
DEBORAH ANN COVERS  
KATHRYN A CROWLEY

Select From Above To Begin

**Edit Employee Detail** - The drop-down list box includes all individuals currently active in the Human Resources system for the Division/Department. You cannot add or delete an individual. If you do not see all individuals that you should see, please contact University IT (see pg 2).

Find the staff member you wish to update and click [**Search**].

## Individual Employee Detail Page

https://ks-web.its.rochester.edu/directory/GroupEditFrame.htm

University of Rochester Directory Search: By Faculty/...

**Edit Employee Detail:**

MARC SEIGFRED Search

[Logout](#) [Admin Menu](#)

Directory Information Managed By Human Resources  
To request changes to the information in the box below, submit a Personnel Action Change Form to the HR Service Center at Box 278955.

Name:	Marc Seigfred
Department:	University IT / NC
Title:	Information Analyst
Work Address:	PO Box 278353

**Directory Information Managed By Human Resources** appears in the first set of gray boxes. To change this information, use the Personnel Data Update PAF Staff Online.

Note: The internal privacy settings must be equal to or greater than the external privacy settings. If this is not the case, your settings will automatically change to make the prior statement true.

Internal Directory Information <input type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> Hide		External Directory Information On-Line <input type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> Hide	
Directory Display Name:	MARC R SEIGFRED		
Preferred Nickname:	MARC R		
Primary Phone:	<input type="checkbox"/> TTY	585	276 3888
Secondary Phone:	<input type="checkbox"/> TTY		
Physical Location:	727 ELMWOOD AVE		
Use 2nd Line for offsite location:	RM 115		
Department Email Address:	mseigfred@ur.rochester.edu		
University Email Address:	marc.seigfred@rochester.edu		

**University Email Address:**  
When applicable, this is the @rochester.edu address (also an alias). This email address will appear as the e-mail address in the Online Directory. If you have questions about this email address, contact University IT (see pg 2).

## Individual Employee Detail Page – Department Managed Information

# Online Directory Editing Guide

**Full, Partial, and Hide listing choices for faculty and staff** – Telephone Department Coordinators (TDCs) choose to show all, part, or none of the information for their faculty and staff. These choices can be toggled independently for internal (authenticated with NetID login) and public searches.

<b>Internal Directory Information</b> <input checked="" type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> Hide	<b>External Directory Information On-Line</b> <input checked="" type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> Hide
---	---

## Directory Information Display Options

- **Full:** Displays all information populated by HRMS and the TDC, including Full Name, Nickname, Title, Department, Intramural Address, Office Location, Primary Telephone, Secondary Telephone, and Preferred Email.

Name	Department	Title	Preferred Email	Telephone
MARC SEIGFRED	University IT / NC	Information Analyst	marc.seigfred@rochester.edu	585-276-3888

Users searching for an individual with a **Full** listing will be able to click on the user's name in the search results list to see the full listing.

**Name:** MARC SEIGFRED  
**Nickname:** MARC  
**Title:** Information Analyst  
**Department:** University IT / NC  
**Intramural Address:** PO Box 278353  
**Office Location:** 727 ELMWOOD AVE RM 115  
**Primary Telephone:** 585-276-3888  
**Secondary Telephone:**  
**Preferred Email:** marc.seigfred@rochester.edu

## Full Listing Display

- **Partial:** Displays the following information: Name, Department, Title, Preferred Email, and Primary Telephone.

If you choose not to populate the Email Address and Primary Telephone fields, these fields will appear blank in the search results.

Name	Department	Title	Preferred Email	Telephone
MARC SEIGFRED	University IT / NC	Information Analyst	marc.seigfred@rochester.edu	585-276-3888

## Partial Listing Display

- **Hide:** Search results will not include the faculty/staff listing.

# Online Directory Editing Guide

It is important to note that the **Internal Directory Information** settings *must match or show more information* than the **External Directory Information** setting . If this is not the case, the Internal Directory Information settings will automatically be set equal to the External Directory Information setting.

## Internal Directory Information:

This information will be displayed to users who have logged in to the Online Directory using their NetID and password.

## External Directory Information

**On-Line:** This information will be displayed publicly to users who have not logged in to the Online Directory.

<b>Internal Directory Information</b>		<b>External Directory Information On-Line</b>	
<input type="radio"/> Full		<input type="radio"/> Full	
<input type="radio"/> Partial		<input type="radio"/> Partial	
<input type="radio"/> Hide		<input type="radio"/> Hide	
Directory Display Name:	MARC SEIGFRED		
Preferred Nickname:	MARC		
Primary Phone:	<input type="checkbox"/> TTY	585	276 3888
Secondary Phone:	<input type="checkbox"/> TTY		
Physical Location:	727 ELMWOOD AVE		
Use 2nd Line for offsite location:	RM 115		
Department Email Address:	mseigfred@ur.rochester.edu		
University Email Address:	marc.seigfred@rochester.edu		

## Internal/External Display Options

### Keep In Mind:

- Please DO NOT use periods, commas, asterisks or multiple spaces in any field.
- All entries other than e-mail address should be in UPPER case.
- Postal abbreviations and typical misspellings are corrected programmatically wherever possible.
- There are defined "rules" (defaults) for new directory listings as they enter the Online Directory:
  - New listings are set to Partial for both Internal and External Directory Information.
  - Job codes that are automatically set to "no display" status correspond with the University's Bargaining units, TSP positions, Security officers, co-op students working in non-exempt positions and nurses.
- You can change display settings, as needed, to include or exclude individuals in the Online Directory.

## Important!

Review your edits for the individual listing.  
Click [**Save Changes**].

The screen will refresh with the information that you have entered.

In order to retain your edits you must click [**Save Changes**].



# Online Directory Editing Guide

## Directory Display Name:

The **Preferred Nickname:** field allows a person to list their "common" or "nick name" in the online and printed directories. If you wish to change the first name or middle name of an individual, enter the preferred name in the Preferred Nickname field. Any name entered into this field will replace the HRMS first name and middle name/initial in the Online Directory. If you have entered a nickname, the **Directory Display Name** will display the name as it will appear online. If you have removed a nickname, the directory display name will not change until you [**SAVE CHANGES**].

Internal Directory Information  
 Full  
 Partial  
 Hide

External Directory Information On-Line  
 Full  
 Partial  
 Hide

Directory Display Name: ALLEN POWER MD

Suffix: Jr  Do not include Suffix

Preferred Nickname: ALLEN

Primary Phone:  TTY 585 271 1680

Secondary Phone:  TTY

Physical Location: 150 HIGHLAND AVE ST JOHN'S HOME ROCHESTER

Use 2nd Line for offsite location:

Department Email Address:

University Email Address:

Save Changes

## Directory Display Name Options

EXAMPLES OF PREFERRED NAME CHANGES		
NAME (from HRMS)	PREFERRED NICKNAME (TDC MANAGED FIELD)	DIRECTORY DISPLAY NAME (RESULT OF UPDATE)
Arthur Charles Latulip	Art	Art Latulip
Sara L Johnson	Sara Lynne	Sara Lynne Johnson

## Suffix:

Suffixes come from HRMS. If a suffix is missing, your Department's HRMS Administrator should submit a Personnel Action Change Form to Human Resources to add the information. You can suppress a suffix so that it does not appear in the Online Directory. Turn the suffix off using the check (toggle) box.

**The check box only appears if a suffix is present.**

Internal Directory Information  
 Full  
 Partial  
 Hide

External Directory Information On-Line  
 Full  
 Partial  
 Hide

Directory Display Name: ALLEN POWER MD

Suffix: Jr  Do not include Suffix

Preferred Nickname: ALLEN

Primary Phone:  TTY 585 271 1680

Secondary Phone:  TTY

Physical Location: 150 HIGHLAND AVE ST JOHN'S HOME ROCHESTER

Use 2nd Line for offsite location:

Department Email Address:

University Email Address:

Save Changes

## Suffix Options

### Important!

Review your edits for the individual listing.

Click [**Save Changes**].

# Online Directory Editing Guide

## Primary Phone:

This field requires a telephone number that can be dialed from outside the university (7xxx extensions cannot be used). Include the area code. Do not enter dashes. You will be alerted if an error is detected.

Check the TTY (Teletypewriter) box if applicable.

## Secondary Phone:

This optional field is used for an additional telephone number or a second point of contact for an individual and is edited with the same method as the Primary Phone.

## Physical Location (Office):

If desired, indicate the physical location of an individual. You can be as specific or generic as desired by the department.

Use hyphens (i.e. 1-1234) or a blank space (i.e. 1 1234) when entering room numbers.

## Department Email Address:

This is the address of the email box that receives electronic mail for a faculty or staff member.

Do not use email aliases or an @rochester.edu address (also an alias) in this field.

If you have questions about the email box address, please consult your department's network administrator.

Online directory email addresses are limited to 72 characters. When calculating the length of the email address, count all characters.

Internal Directory Information		External Directory Information On-Line	
<input type="radio"/> Full	<input type="radio"/> Full	<input type="radio"/> Full	<input type="radio"/> Full
<input type="radio"/> Partial	<input type="radio"/> Partial	<input type="radio"/> Partial	<input type="radio"/> Partial
<input type="radio"/> Hide	<input type="radio"/> Hide	<input type="radio"/> Hide	<input type="radio"/> Hide
Directory Display Name:	ALLEN POWER MD		
Suffix:	Jr	<input checked="" type="checkbox"/> Do not include Suffix	
Preferred Nickname:	ALLEN		
Primary Phone:	<input type="checkbox"/> TTY	585	271 1680
Secondary Phone:	<input type="checkbox"/> TTY		
Physical Location:	150 HIGHLAND AVE ST JOHN'S HOME ROCHESTER		
Use 2nd Line for offsite location:			
Department Email Address:			
University Email Address:			

Save Changes

## Primary/Secondary Phone Options

Internal Directory Information		External Directory Information On-Line	
<input type="radio"/> Full	<input type="radio"/> Full	<input type="radio"/> Full	<input type="radio"/> Full
<input type="radio"/> Partial	<input type="radio"/> Partial	<input type="radio"/> Partial	<input type="radio"/> Partial
<input type="radio"/> Hide	<input type="radio"/> Hide	<input type="radio"/> Hide	<input type="radio"/> Hide
Directory Display Name:	MARC SEIGFRED		
Preferred Nickname:	MARC		
Primary Phone:	<input type="checkbox"/> TTY	585	276 3888
Secondary Phone:	<input type="checkbox"/> TTY		
Physical Location:	727 ELMWOOD AVE		
Use 2nd Line for offsite location:	RM 115		
Department Email Address:	mseigfred@ur.rochester.edu		
University Email Address:	marc.seigfred@rochester.edu		

Save Changes

## Physical/Email Address Options

### Important!

Review your edits for the individual listing.

Click [**Save Changes**].

# Online Directory Editing Guide

## Editing the next listing?

You can continue editing, by choosing another employee from the drop-down box.

**OR**

You can [**Logout**].

**OR**

You can return to the [**Admin Menu**] and select another function.

ps://its-web.its.rochester.edu/directory/GroupEditFrame.htm

## Individual Employee Detail

## 2. Print All My Faculty & Staff

- This report provides directory information for all faculty and staff in the selected Division/Department regardless of whether individual listings are designated to display.
- Fields included in the report are name, title, department, primary and secondary phone numbers, physical location, intramural address, and preferred email address.
- To access this report, click the drop down box [▼] under **My Departments** and select the department you would like to view. Then select the circle next to [**Print All My Faculty & Staff**] and [**Submit**].

web.its.rochester.edu/directory/MasterListingSelect.asp

### Display:

Select the radio button next to [**Display**] and [**Submit**].

You can then use your web browser toolbar and chose the printer icon to print this

## Print Page

### Download:

Select the radio button next to [**Download**] and [**Submit**].

You will be able to open the file with Microsoft Excel.

Any changes you make to your downloaded copy will not affect the online version.

To return to the Administrator Menu page use your web browser's [**Back**] on the back button. There is also a [**Back**]\_link at the beginning and end of the report.

# Online Directory Editing Guide

## 3. Print My Department Listings as Displayed Online

- Provides a listing of the individuals and their business information that you have identified for the Online Directory. Check this report carefully when preparing your listings.
- To view or print this report, begin at the Administrator menu. Select the department you would like from the drop down box [▼] under My Departments, select [**Print My Department Listings as Displayed Online**] and [**Submit**].
- To return to the Administrator Menu page, use your web browser's [**Back**] on the back button.

DIRECTORY LISTING ALPHA PROOF			
100110		RUN DATE: 7/16/2014	
DISPLAYING INTERNALLY		DISPLAYING PUBLICLY	
ASPROMONTI, JASON J LEAD TELECOMMUNICATIONS ENGINEER UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 W HENRIETTA RD RM 147 PO BOX 278937 jason.aspromonti@rochester.edu	273-3091	ASPROMONTI, JASON J LEAD TELECOMMUNICATIONS ENGINEER UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 W HENRIETTA RD RM 147 PO BOX 278937 jason.aspromonti@rochester.edu	273-3091
BEEGEN, DEBORA ASST DIRECTOR UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 W HENRIETTA RD RM 115 PO BOX 278937 deb.beegen@rochester.edu	275-7474	BEEGEN, DEBORA ASST DIRECTOR UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 W HENRIETTA RD RM 115 PO BOX 278937 deb.beegen@rochester.edu	275-7474
BENTLEY, DOUGLAS R ASST DIRECTOR UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 WEST HENRIETTA RD RM 147 PO BOX 278937 douglas.bentley@rochester.edu	275-6550	BENTLEY, DOUGLAS R ASST DIRECTOR UNIVERSITY IT / NC BRIGHTON BUS CTR 2615 WEST HENRIETTA RD RM 147 PO BOX 278937 douglas.bentley@rochester.edu	275-6550

## 4. Print My Error Report

- When you have completed your edits for the Online Directory, check to see if there may be errors reported by the automated data review and data checking programs.
- If there are no errors, the report will come back "clean."
- If there are potential errors, the report will include the following data:

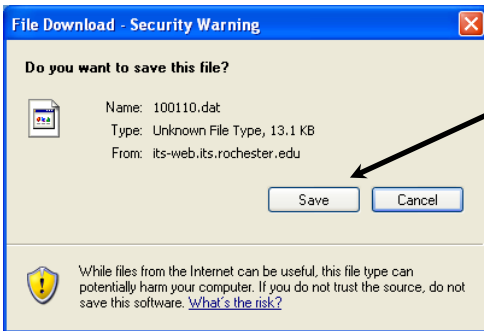
DIRECTORY LISTING ERROR REPORT	
100110	RUN DATE: 7/16/2014
Selected Records = 69	
CAT, LULU NO DEPARTMENT EMAIL ADDRESS LISTED	
COLON, ADAM R DEPARTMENT EMAIL ADDRESS IS NOT A ROCHESTER.EDU ADDRESS - WILL NOT DISPLAY PUBLICLY	
JETER, DEREK NO DEPARTMENT EMAIL ADDRESS LISTED	
PITT, BRAD NO DEPARTMENT EMAIL ADDRESS LISTED	
TEST, AIKO NO DEPARTMENT EMAIL ADDRESS LISTED	
TEST, AMY NO DEPARTMENT EMAIL ADDRESS LISTED	
TEST, ASHLEY MAREE NO DEPARTMENT EMAIL ADDRESS LISTED	
TEST, CHRISTOPHER J NO DEPARTMENT EMAIL ADDRESS LISTED	
Total Errors: 0	

- Print the report, and correct the errors as soon as possible so that the online listings are correct.
- **Non-University email addresses will ONLY display to internal, authenticated users.** Email addresses ending in something other than \*.rochester.edu (such as @gmail, @hotmail, or @yahoo) will not display to public, unauthenticated users.
- Use your web browser ([**BACK**] on the toolbar) to return to the Admin Menu.

# Online Directory Editing Guide

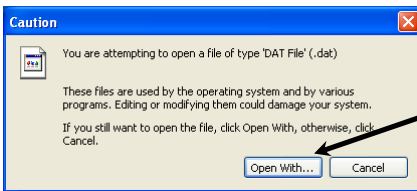
## 5. Download My Department to Excel

- Choose this option to create a downloadable version of the **individuals in the selected Division/Department**.



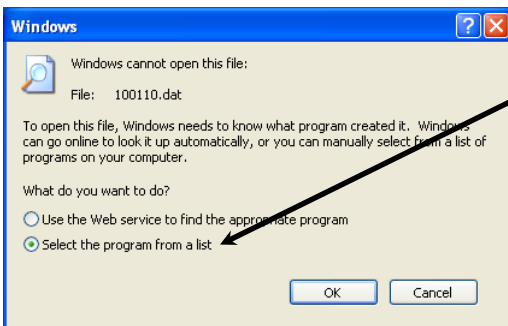
### Save:

Save the file to your computer. By default, it will be saved as the Division/Department number of the department you selected to download. Remember to specify the folder you wish to save the file to.



### Open the File:

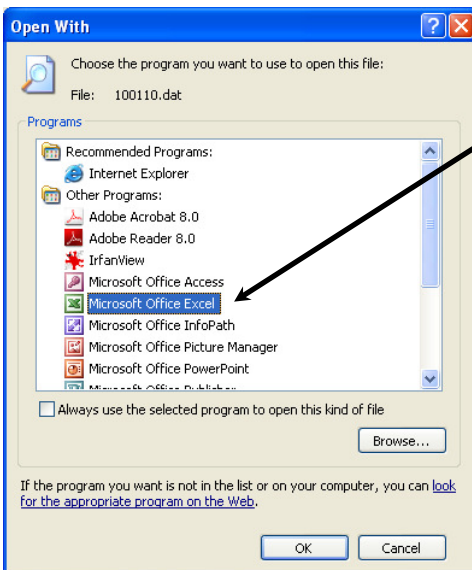
Go to the folder where you saved the .dat file and double-click the icon. Choose [**Open With...**].



### Select the Program:

Select this option if your computer has the Excel program and select Excel from the list of programs.

If your computer does not have Excel, contact your network administrator to select the most appropriate program.



### Microsoft Office Excel:

This will open your selected Division/Department into an Excel file.

You may sort, alter and save this file as you wish.

## 6. Logout

- This closes all web pages and databases properly.
- You will receive a prompt if errors remain in your listings. You can return to the Administrator Menu and print the error report before logging off by selecting [**Yes**] or logout by selecting [**No**].