ONLINE DIRECTORY ADMINISTRATION

Overview

Though all Northwestern employees have access to update their Online Directory contact information by logging into FASIS Self-Service, managers may update directory information on behalf of their employees by using the Online Directory HR page.

Navigation

MAIN MENU > WORKFORCE ADMINISTRATION > JOB INFORMATION > ONLINE DIR HR

Details

After searching for an employee in the Online Directory HR page, you will be directed to the directory record for that individual. The page and process for editing directory information is exactly the same as the process used in FASIS Self-Service to update your own directory record.

The following fields can be changed, added, or modified on behalf of an employee:

- Professional Name
- Spouse Name
- Home Address, Off-Campus Address
- Phone Numbers
- Which Job Records to display, and in which order (for employees with multiple jobs)
- Whether or not to display the employee’s Department Title (if it is different than the University Title)
- Location addresses assigned to each job
- Whether University mail should be sent to the employee’s campus address or home address
- Any additional email addresses

Updates made to this directory information should be reflected in the Online Directory the following day.