MANAGING YOUR EMPLOYEE DIRECTORY PAGE

Please take a moment to review your Employee directory page on gccaz.edu. Enter your name in the Search bar and click the red arrow.

Where Directory Data Comes From

<table>
<thead>
<tr>
<th>MEMO/PAT Tool</th>
<th>Drupal Form</th>
<th>Helpdesk</th>
<th>HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Number</td>
<td>Bio</td>
<td>Photo</td>
<td>Site</td>
</tr>
<tr>
<td>Familiar Name</td>
<td>Area of Expertise</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Room Number</td>
<td>Office Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website URL</td>
<td>Name</td>
<td>Prefix/Suffix</td>
<td></td>
</tr>
</tbody>
</table>

MEMO/PAT TOOL:
Update your phone number, familiar name and personal web address in MEMO/PAT tool using “My Profile.” [https://memo2.maricopa.edu/usertool.html](https://memo2.maricopa.edu/usertool.html)

1. To Change Your Work Phone Number:
   Enter the desired phone number in the Work Telephone field. Click Submit to complete your changes.

IF YOU DON’T HAVE AN OFFICE NUMBER AND DON’T WANT YOUR PERSONAL PHONE NUMBER IN THE DIRECTORY...

OPTION 1: Ask your department secretary whether messages for you can be left at the department phone number. This is often the only way people can reach you.

OPTION 2: Enter all zeros (“000 000 0000”). Your number will display as “NOT PROVIDED” in the Directory.
2. To Change Your “Familiar” Name:

First, select the If you want to Change Your Name, click here for Information and Limitations link to view directions and examples of permitted name changes.

To change the way your name appears in the Maricopa Directory you must place the appropriate values in both the Familiar Name and Directory Name fields.

For example, to change your name from Patricia Smith to Pat Smith, type “Pat” in the Familiar Name field and “Pat Smith” in the Directory Name field and click Submit.

If you want to change your Directory email address contact helpdesk@gccaz.edu.

Only enter a replacement first name in the Familiar Name text field.

3. To Change Your Room Number:

Select the Room Number field, enter the desired room number and then click Submit.

4. Personal Website URL:

Locate the Maricopa Home Page text field, enter your website’s url and then click Submit.

Changes made in the PATwill appear on GCC’s website within 24 to 48 hours.
EMPLOYEE RESOURCES (Human Resources)
If your directory page lists the wrong department or site (campus), contact GCC Employee Resources, (623) 845-3400. Once Employee Resources make the change it will be uploaded to your employee directory page.

EMPLOYEE DIRECTORY FORM
Personalize your presence on gccaz.edu by submitting the Employee Directory form -- http://www2.gccaz.edu/web-support-form -- with details of your areas of expertise, office hours, and biography. You’ll find a link to this form on the Employee Resources page -- http://www2.gccaz.edu/employee-resources.

Also use this form can to send feedback and comments about the new website.

Submit a Photo
Send a photo, at least 250 px x250 px, to helpdesk@gccaz.edu with the subject line “Photo: Please route to Web Support." We will add it to your page.