

## MANAGING YOUR EMPLOYEE DIRECTORY PAGE

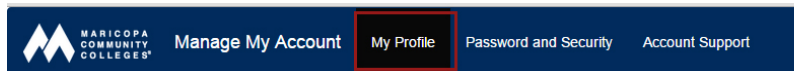
Please take a moment to review your Employee directory page on gccaz.edu. Enter your name in the Search bar and click the red arrow.

Where Directory Data Comes From			
MEMO/PAT Tool	Drupal Form	Helpdesk	HR
Phone Number	Bio	Photo	Site
Familiar Name	Area of Expertise		Department
Room Number	Office Hours		
Webpage URL	Name Prefix/Suffix		

Update your phone number, familiar name and personal web address in MEMO/PAT tool at:

<https://memo2.maricopa.edu/usertool.html> .

1. Login in using your **MEID** and **Password**. *Don't forget to enter the **Security Text**.*
2. Select **My Profile** from the top menu.



### To Change Your "Familiar" Name:

In the Name, Title and Department section, select the **Familiar Name** textbox and enter your familiar name.

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, please contact [helpdesk@gccaz.edu](mailto:helpdesk@gccaz.edu).

### To Change Contact Information:

#### Work Phone Number

1. Enter the desired phone number in the Office Phone text field.
2. Click the Save all profile changes button.

#### Room Number:

1. Select the Room Number text field, enter the desired room number.
2. Click the Save all profile changes button.

MCCC Contact Information

Employee email: glendale.employee@gccaz.edu

Office phone: 623-845-0000

Mobile phone: Example: 123-456-7890

Fax number: Example: 123-456-7890

Homepage URL: Example: https://www.example.edu  
Must include http:// or https://

Location

Postal address: [Empty field]

Sub-site: Examples: Red MTN, MSC, Tempe

Room number: A-100

Save all profile 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".

#### Website URL :

1. Select the **Homepage URL** text field.
2. Enter your webpage URL.

*NOTE: If your webpage URL contains a tilde(~), please change the ~ to "%7e" – this will assure that the webpage url will be displayed correctly on your employee directory page.*

For example:

Webpage address: <http://web.gccaz.edu/~glen32342>

Homepage URL text entry: <http://web.gccaz.edu/%7eglen32342>

MCCC Contact Information

Employee email: debbie.gilsdorf@gccaz.edu

Office phone: 623-845-3574

Mobile phone: Example: 123-456-7890

Fax number: Example: 123-456-7890

Homepage URL: Example: https://www.example.edu  
Must include http:// or https://

Save all profile changes

**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](mailto:helpdesk@gccaz.edu) with the subject line "Photo: Please route to Web Support." We will add it to your page.