

## CAMPUS DIRECTORY UPDATE TOOL AND DEPARTMENT REPORT REFERENCE GUIDE

### INTRODUCTION

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The Campus Directory Update tool is an application that stores information for CSUN faculty and staff such as department, office location, phone number, etc. The Campus Directory Update tool allows administrators with specific login credentials and access to one or more departments to view, update and change information for faculty and staff.

Administrators of the Campus Directory Update tool have the option to also run a Department Report query to view a complete list of faculty and staff assigned to the department(s) the administrator has access to view.

### GETTING STARTED

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The Campus Directory Update tool can be used with any current browser.

As an Administrator to the Campus Directory Update tool, access is granted based on the department or departments you are assigned to. If you need access to the Campus Directory Update tool, the appropriate SOLAR Access Request form located at [http://www.csun.edu/sites/default/files/solar\\_hr.pdf](http://www.csun.edu/sites/default/files/solar_hr.pdf) must be signed and sent to the HR gatekeeper (noted at the bottom of the multi-page form).

### LOG IN

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1. Go to: <https://www.csun.edu>
2. Select the **myNorthridge portal** link.
3. In the **myNorthridge Portal Login** box, enter your **Username** and **Password** and select the **Login** button.

### NAVIGATE TO THE CAMPUS DIRECTORY UPDATE PAGE

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1. In the myNorthridge portal, locate the **myNorthridge Menu** pagelet and select the **SOLAR SA** link.
2. Select the **SOLAR SA Application** link.
3. Select the **CSUN SA** link.
4. Under **Campus Community**, select the **Use** link
5. Select the **Campus Directory Update Page** link.

## SEARCH FOR EMPLOYEES

The screenshot shows the 'Campus Directory Update Page' with the following elements:

- 1.** The page title 'Campus Directory Update Page'.
- 2.** Instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- 3.** A red bracket grouping the search criteria fields: 'EmplID:', 'Last Name:', 'First Name:', 'Department Name:', and 'Do Not Print (Directory):'. Each field has a 'begins with' dropdown menu and a text input box.
- 4.** A red circle highlighting the 'Do Not Print (Directory):' field.
- 5.** A red arrow pointing to the 'begins with' dropdown menu of the 'Do Not Print (Directory):' field.
- 6.** A red circle highlighting the 'Search' button.

Buttons and links at the bottom include: 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. The **Campus Directory Update Page** displays.
2. Brief instructions for the **Campus Directory Update Page** display below the title.
3. Enter one or more search criteria in the fields for **EmplID, Last Name, First Name or Department**.

**NOTE:** Names and IDs can be shortened to broaden the search results. For example, searching “Er” in the **First Name** field will yield any first name that includes “Er” such as: *Emie, Erica, Jennifer, Peter, etc.*

4. Enter a **Y** or **N** value for search criteria in the **Do Not Print (Directory)** field. This field narrows the search results for the number employees that display.
5. If necessary, select additional search criteria from any of the field dropdown boxes.
6. To complete the search, select the **Search** button.

**NOTE:** Use the **Clear** button to clear any search criteria and begin a new search.

## Campus Directory Update Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

### Find an Existing Value

EmpID:  begins with

Last Name:  begins with

First Name:  begins with

Department Name:  begins with

Do Not Print (Directory):  begins with

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

### Search Results

View All First 1-19 of 19 Last

EmpID	Name	Department	Title	Do Not Print (Directory)
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Student Union</a>	(blank)	N
		<a href="#">University Student Union</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Student Union</a>	(blank)	N
		<a href="#">University Student Union</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">Associated Students/State</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">Associated Students/State</a>	(blank)	N
		<a href="#">Performing ArtsComplex Ad</a>	(blank)	N
		<a href="#">Systems &amp; Operations Mgmt</a>	<a href="#">Professor Emeritus,Professor E</a>	Y
		<a href="#">University Corporation</a>	(blank)	N
		<a href="#">University Student Union</a>	(blank)	N

7. If there is more than one result, a **Search Results** box displays. Otherwise, the result displays on the **Campus Directory Update Page**.
8. To complete the search, select the correct name from the list.

The screenshot shows the 'Campus Directory Update Page' with the following fields and annotations:

- Employee ID:** 103XXXX (Annotation 1)
- \*Employee Status:** Active (dropdown menu)
- Preferred Last Name:** [Redacted] (Annotation 1)
- Preferred First Name:** [Redacted]
- Email Address:** [Redacted]
- Do Not Print in Directory:**  (Annotation 2)
- Working Title (Default):** SOLAR Applications Consultant (Annotation 3)
- Use Alternate Title:**  IT Trainer (Annotation 4)
- Job Indicator:** Primary Job
- Empl Rcd Nbr:** 0
- Dept Affiliation:** 10063 Information Technology
- Office Location:** [Dropdown menu]
- Room Number:** [Text box]
- Phone Number:** [Text box]
- Fax Number:** [Text box]
- Mail Dropbox:** [Text box]
- Save** button
- Return to Search** button

1. Employee information displays in the top box.
2. If the employee requests to not display his/her information in the directory, select the checkbox next to the **Do Not Print in Directory** field.
3. The employee's **Working Title** displays. This field cannot be changed by a Campus Directory Update Administrator.
4. To make an **Alternate Title** for the employee, select the checkbox next to the field and edit the field.

**NOTE:** The example displays the change from *SOLAR Applications Consultant* to *IT Trainer*. The *IT Trainer* title will display in the online campus directory.



## RUN THE DEPARTMENT REPORT (OPTIONAL)

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1. If you are not logged in to the portal, refer to the **Log In** instructions on page 1.

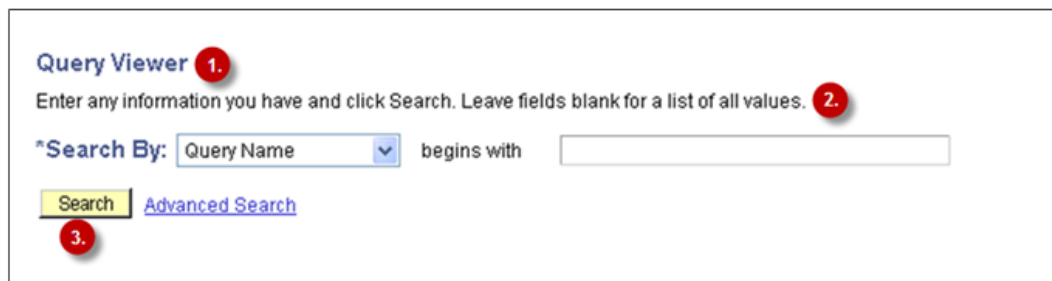
## NAVIGATE TO THE QUERY VIEWER PAGE

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1. Once you have logged in to the portal, locate the **myNorthridge Menu** pagelet and select the **SOLAR SA** link.
2. Select the **SOLAR SA Application** link.
3. Select the **Reporting Tools** link.
4. Select the **Query** link.
5. Select the **Query Viewer** link.

## RUN THE QUERY

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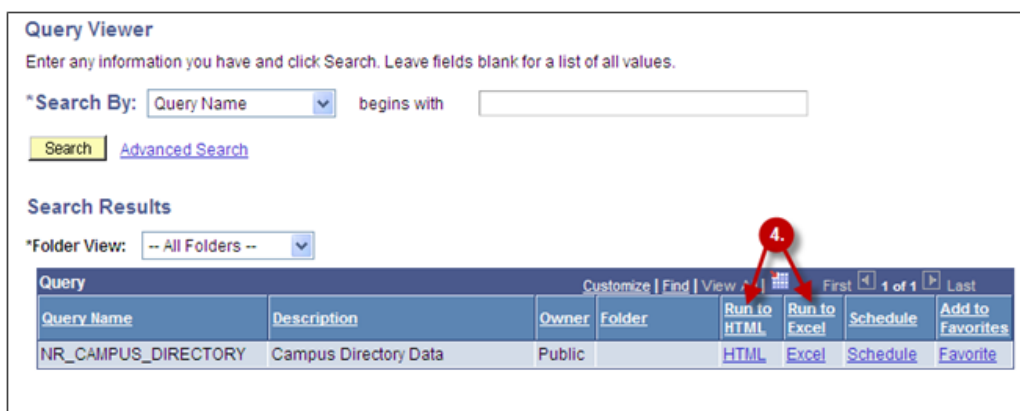
**Query Viewer** 1.

Enter any information you have and click Search. Leave fields blank for a list of all values. 2.

\*Search By: Query Name begins with

Search 3. [Advanced Search](#)

1. The **Query Viewer** page displays.
2. Brief instructions for the **Query Viewer** page display below the title.
3. Select the **Search** button. This extracts the **Campus Directory** report from the system.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By: Query Name begins with

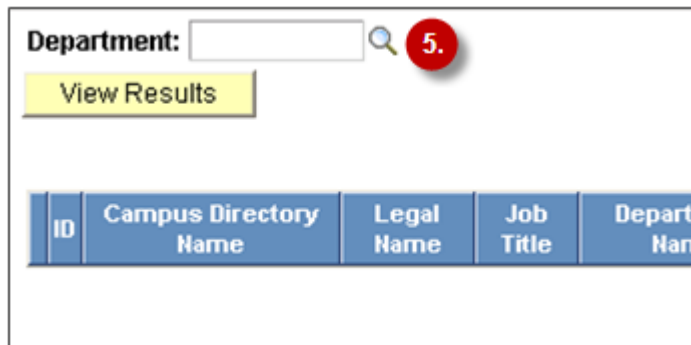
Search [Advanced Search](#)

**Search Results**

\*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
NR_CAMPUS_DIRECTORY	Campus Directory Data	Public		HTML	Excel	Schedule	Favorite

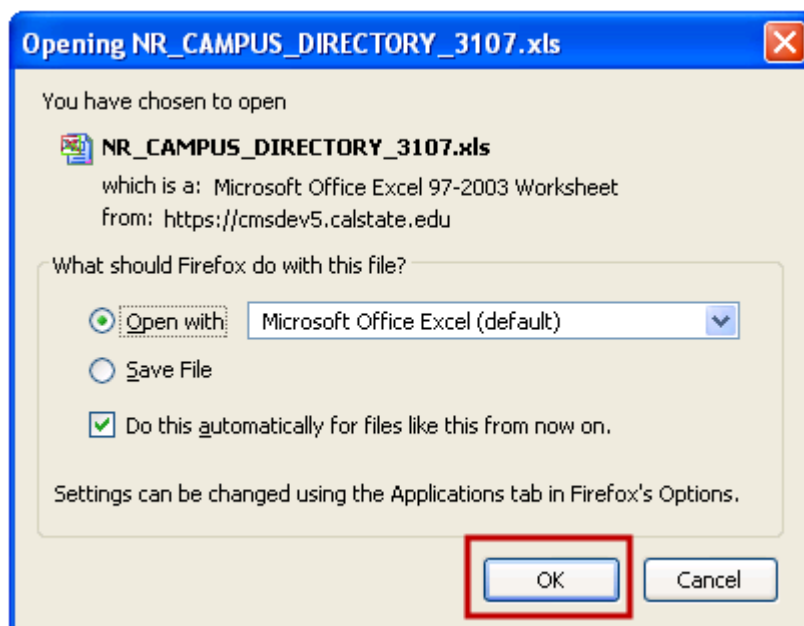
- Once the report displays in the **Search Results** area, select the **Run to Excel** or the **Run to HTML** option to view the report an editable application. (*Later in the example, you will see that the **Run to Excel** option is used.*)



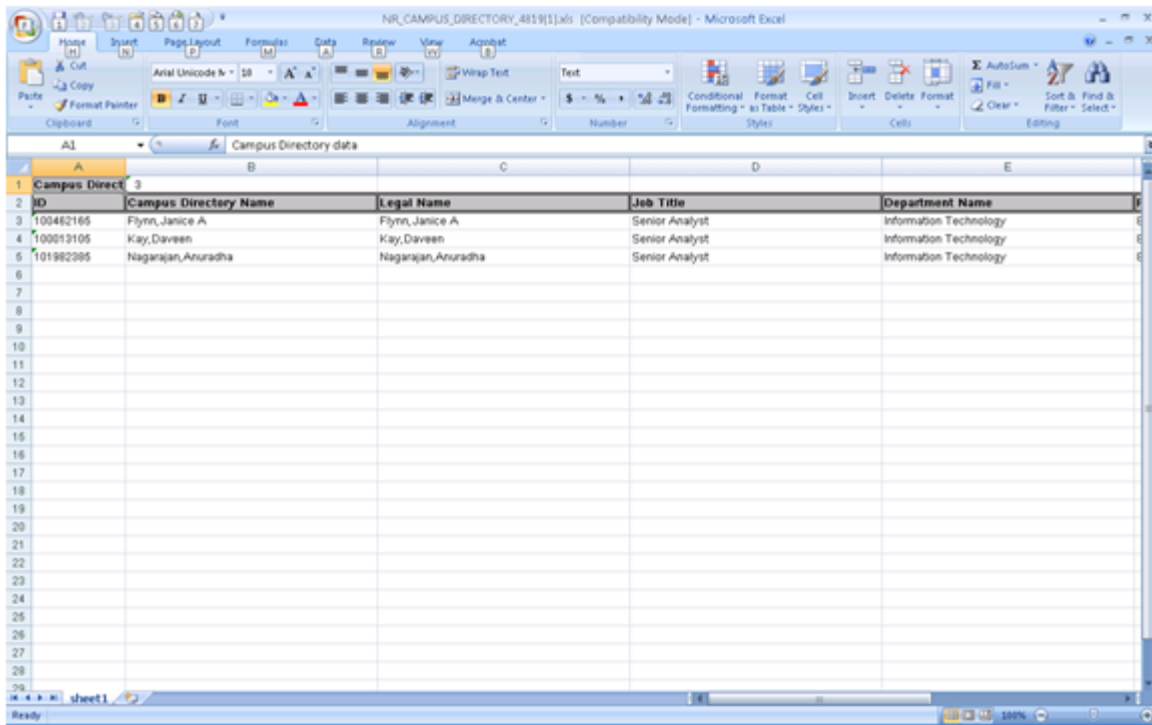
ID	Campus Directory Name	Legal Name	Job Title	Depart Name
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- Enter your department ID or select the **Look up DeptID** for a complete list of departments to choose from.

**NOTE:** As an administrator, you can only view the reports for the departments you have been given access to view.



- Since the Run to Excel option was chosen, a dialog box displays with options to **Open with** or **Save File**. Select the **OK** button to display the results in an Excel file.
- The results display in Excel.



**NOTE:** Using any Excel functions such as sorting, editing, etc. can be done within the Excel file. Any changes made to this file do not change the online directory information.

## NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).

For additional assistance about the **Campus Directory Update** tool, contact the Campus Directory Coordinator, Janice Johnson (818) 677-2212 who can assist with adding department names, access and other questions.