Campus Directory Management Instructions

Please submit a written request for access to departments you will be responsible for managing to hr@uidaho.edu

1. Log into Vandal Web > Employees > UI Administrative Tasks > Campus Directory-Departmental
2. You will see a list of Directories you can modify
3. A few important things to know before changes are made
   • Employee information is generated from job details in Banner
   • EPAF must be completed before employee will show up
   • Employees/affiliates/etc. can be manually added to the directory, but they have to be manually removed
   • Board appointment, T1, & T4 will show up in Directory, no student positions will
   • If updates are needed to an employee’s listing please submit a request here.
4. Department Display Section
   • Remove vs Exclude (Remove = manually added / Exclude = from Banner)
     o If an employee requests to not show up in the U of I Directory it is important to determine if it is appropriate to exclude them. Temporary employees that do not have a business need for their information to show in the list of employees can be excluded. Board appointed employees requesting their information be withheld form the directory must contact risk@uidaho.edu.
5. Modify Department Header Information
   • Web Home Page cannot exceed 80 characters
6. Modify Aliases
   • You can create a header in the directory that will provide a link to this directory
   • For example: If you think people are likely to search for Employment Services but that falls under Human Resources you would create “Employment Services” as an alias under “Human Resources”
7. Add an Optional Member
   • If an employee’s job is in another department but you need them to be listed in your department as a contact you would add them as an optional member
8. Add a non-UI Employee or a Vacant or Generic Position
   • This can be used to add a member to the directory who is not a U of I employee or to indicate a vacant position

Other Important Notes

• Some changes will not reflect in the directory until the system has updated overnight.
• If an employee is not showing up in the directory but the EPAF has been processed please contact hr@uidaho.edu. It is important to determine why an employee’s information isn’t being transferred from Banner.
• Be sure to monitor your area’s directory frequently. Does link work? Do aliases still apply?
• Remember to review the directory as you were a non-U of I employee trying to find something or someone. Is it easy to find?

Please contact Human Resources with any further questions!