Directions for Updating the Online Telephone Directory

Getting Into the System

Access to the System – Launch your web browser and go to the following URL [https://secure.nsula.edu/teldir/](https://secure.nsula.edu/teldir/) Use your active directory username and password to log into the system. This is the same username and password you use to log into your desktop computer and email, this is not the password for SIS, FRS, or HRS access.

Verify Accuracy
Verify Accuracy – This screen displays the current information stored in the directory database. The current data is from the previous data collection submission. Use this screen to review the current data and identify the information that needs to be edited or deleted.

Department – This displays the current department being reviewed. In the event you have access to more than one department directory information, you may change departments by selecting the drop down arrow on this menu. This will allow you to see the additional departments you are responsible for updating. Please verify to see if you are responsible for updating more than one department listing.

Menu – This drop down menu allows you to add either a personnel or department listing. If a new employee or department that needs to be added to the directory, these two screens are used to enter the information into the system.

Edit/delete – The edit and delete links displayed on the left of each current listing will allow you to either edit or delete the information corresponding to
the listing. To update a current listing simply select edit and you will be forwarded to the edit screen for that listing. To delete an old listing from your department, simply select delete. Confirm the deletion and the listing will be removed from the system.

**What is the statement at the bottom about?**

This will be how you submit your final input to be printed in the new directory. You do this by selecting the “I Accept” button at the bottom of the Verify Accuracy screen and then clicking the submit button. Do this only when you are 100% sure your information is accurate and complete. Once you select this option, Information Systems will be notified the data is correct and ready to be published in the new University Directory. If you more than one department to updated, you will need to perform the “I Accept” on each department once the update is complete for each department.
Adding Personnel

Add Personnel Listing – This option allows you to add a new employee to the directory database.

- **Department** – Allows you to change budget units if you have access to more than one budget unit.

- **Title** – Only to be used for professional titles such as Dr. (Mr. - Ms. - Mrs. not to be used in this field.)

- **First Name** – The individual’s first name.

- **Last Name** – The individual’s last name.
- Editing Personnel -

- **Job Title** – This field is used for the full official job title of the individual.

- **Email** – The individual’s email address. Please enter in the full email address such as username@nsula.edu

- **Phone Number** – The telephone number used to reach the individual. For the Natchitoches campus please use the 357-XXXX format. Off campus sites please enter the complete phone number. Example, the Leesville campus would be entered as 337-392-XXXX.

- **Building** – Select the building in which the individual is located. If a building is missing from this list, please contact Information Systems at 5594.

- **Room** – The room number in which the individual is located.

- **Submit** – Enters the individual into the directory database and returns you to the Verify Accuracy screen.
Edit Personnel Listing – This option allows you to edit an existing individual in the directory database.

- **Title** – Only to be used for professional titles such as Dr. (Mr. - Ms. - Mrs. not to be used in this field.)
- **First Name** – The individual’s first name.
- **Last Name** – The individual’s last name.
- **Job Title** – This field is used for the full official job title of the individual.
- **Email** – The individual’s email address. Please enter in the full email address such as username@nsula.edu
- **Phone Number** – The telephone number used to reach the individual. For the Natchitoches campus please use the 357-XXXX format. Off campus sites please enter the complete phone number. Example, the Leesville campus would be entered as 337-392-XXXX.
- **Building** – Select the building in which the individual is located. If a building is missing from this list, please contact Information Systems at 5594.
• **Room** – The room number in which the individual is located.

• **Submit** – Enters your change into the directory database and returns you to the Verify Accuracy screen.

**Deleting Personnel**
Delete – This option allows you to delete an existing individual from the directory database.

- Submit – Removes the selected individual from the directory database and returns you to the Verify Accuracy screen. Note that once an individual is deleted, the record in the database is gone for that individual. If you delete an individual inadvertently, you will have to re-enter the individual’s information from the Add Personnel Listing under the menu.

Adding a Department
Add Department Listing – This option allows you to add a listing to a department.

- **Department** – Select the budget unit that needs a listing added.
- **Official/Sub Department Title** – Allows you to enter the full official title of the department. This will be the name that is used for the publication of the Directory. This field will also let you enter titles of any sub department that you would like to have published. For example, Purchasing would be considered a sub department to Business Affairs.
- **Title** – Only to be used for professional titles such as Dr. (Mr. - Ms. - Mrs. not to be used in this field.)
- **First Name** – The first name of the Administrative Contact.
- **Last Name** – The last name of the Administrative Contact.
• **Job Title** – This field is used for the full official job title of the individual.

• **Department Email** – The departmental email address, if the department has been issued one. Format to use will be: department@nsula.edu

• **Department Phone** – The phone number for the department. Remote campuses please enter your full phone numbers including the area code and prefix.

• **Department Fax** – The fax number for the department. Remote campuses please enter your full fax numbers including the area code and prefix.

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**Editing a Department**
Edit Department Listing – This option allows you to edit any current department listing information.

- **Official/Sub Department Title** – Allows you to edit the official title of the department. This will be the name used for the publication of the Directory.
- **Title** – Only to be used for professional titles such as Dr. (Mr. - Ms. - Mrs. not to be used in this field.)
- **First Name** – The first name of the Administrative Contact.
- **Last Name** – The last name of the Administrative Contact.
- **Job Title** – This field is used for the full official job title of the individual.
- **Department Email** – The departmental email address, if the department has been issued one. Format to use will be: department@nsula.edu
- **Department Phone** – The phone number for the department. Remote campuses please enter your full phone numbers including the area code and prefix.
• Department Fax – The fax number for the department. Remote campuses please enter your full fax numbers including the area code and prefix.

Deleting a Department
Delete Department Information Listing – Allows you to delete Department or Sub Department information from the Directory database.

- Department – Select the Department you wish to delete.
- Official/Sub Department Title – Allows you to choose which entry you wish to delete.
- Submit – Deletes the selected Department Listing and returns you to the Verify Accuracy screen. Note that once a department is deleted, the record in the database is gone for that department. If you delete a department inadvertently, you will have to re-enter the department’s information from the Add Department Information Listing from the menu on the View Accuracy screen.