

Enhanced Faculty and Staff Online Directory

The enhanced Faculty and staff entries in the Online Directory are now managed through AMS, the College's new Account Management System.

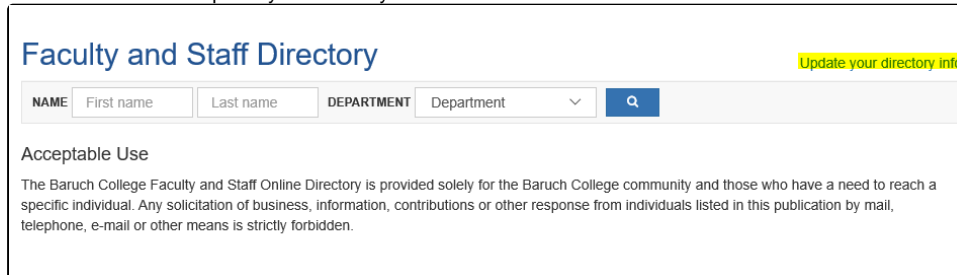
New features of the Directory include:

- Automatic feed of new employees from AMS.
- You can now search by first name, last name and Department or a combination of the three.
- You can make changes to some of the data on your record. The changes are limited so please see below for more details.

If your information is missing from the directory, please contact Human.Resources@baruch.cuny.edu for assistance.

Need to make changes to your directory entry? Follow these simple instructions.

1. Click the "Directory" link found on the header of the College's web site or visit <https://www.baruch.cuny.edu/directory>
2. Click the link labeled "Update your directory info"



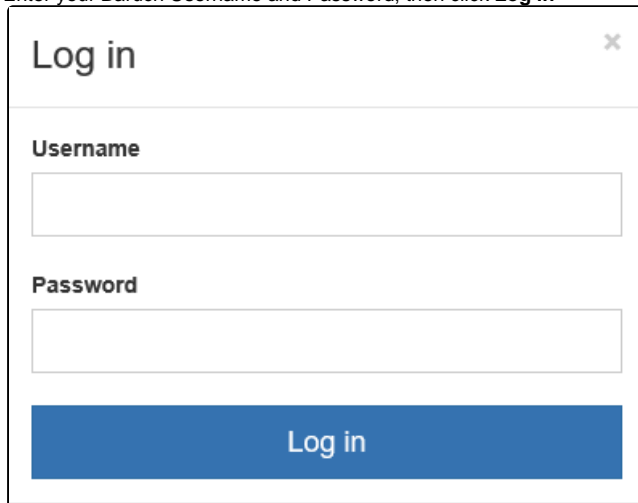
Faculty and Staff Directory [Update your directory info](#)

NAME First name Last name DEPARTMENT Department

Acceptable Use

The Baruch College Faculty and Staff Online Directory is provided solely for the Baruch College community and those who have a need to reach a specific individual. Any solicitation of business, information, contributions or other response from individuals listed in this publication by mail, telephone, e-mail or other means is strictly forbidden.

3. Enter your Baruch Username and Password, then click **Log in**



Log in

Username

Password

4. Click "Edit" button on the bottom of the page to begin making changes.



5. A few things to note on the "My Profile" page
 - a. Items in grey can not be changed via Self-service.
 - i. To make changes to your name or department, contact human.resources@baruch.cuny.edu.
 - ii. To make changes to your Baruch Username or Email, contact helpdesk@baruch.cuny.edu.
 - b. Building, Room, Office phone, Box and Fax can be modified. Make your changes by removing/keying in new information in the appropriate field.

My Profile

[Return to directory](#)

Emplid

00000000

First name

firstname

Middle name

middle

Last name

lastname

Baruch username

f1ast

Email

first.last@baruch.cuny.edu

Department

Baruch Computing and Technology Center

Building

The Lawrence and Eris Field Building at 17 Lexington Aven ▾

Room

100

Office phone

6463121200

Box

H-066

Fax

6463121021

⌕ Cancel

💾 Update

6. Click "Update" to confirm changes. Click "Cancel" to cancel any changes you've made to your record.

⌕ Cancel

💾 Update

7. To confirm the changes you've made, click the "Return to directory" link and search for your changes.

[Return to directory](#)