

# 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.

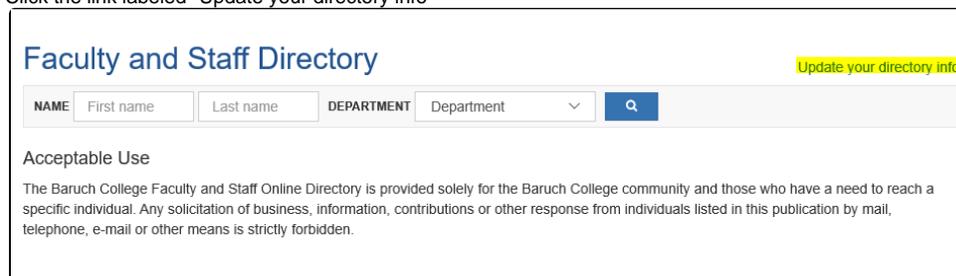
New features of the Directory include:

- 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](mailto:Human.Resources@baruch.cuny.edu) for assistance.

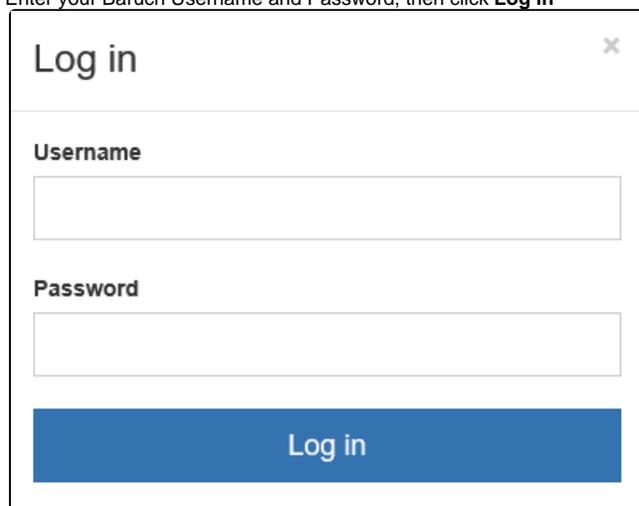
**Need to make changes to your directory entry?** Follow these simple instructions.

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"



The screenshot shows the 'Faculty and Staff Directory' page. At the top right, there is a yellow highlighted link that says 'Update your directory info'. Below the title is a search bar with the following fields: 'NAME' (with sub-fields for 'First name' and 'Last name'), 'DEPARTMENT' (with a dropdown menu for 'Department'), and a search button with a magnifying glass icon. Below the search bar is a section titled 'Acceptable Use' with the following text: '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**



The screenshot shows a 'Log in' form. It has a title 'Log in' with a close button (X) in the top right corner. Below the title are two input fields: 'Username' and 'Password'. At the bottom of the form is a blue button labeled 'Log in'.

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](mailto:human.resources@baruch.cuny.edu).
    - ii. To make changes to your Baruch Username or Email, contact [helpdesk@baruch.cuny.edu](mailto: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



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



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

[Return to directory](#)