

## Updating the Phone Directory Manager Online Instructions for Updating Your Profile

This faculty/staff profile database generates your personal profile on the website, your entry in the printed college phonebook, entries in the online department and by-name directories on the website, and the faculty/staff profile portion of the official College Catalog.

**NOTE:** If you are a **NEW** employee, your supervisor or administrative assistant must first add your entry to the directory before you can make any updates to it. Supervisors and AAs can do this by selecting “Create a directory entry” on their directory maintenance menus, then filling out the form.

It is your responsibility to keep your profile current. Questions regarding its maintenance, use, and update should be directed to [directory@bucks.edu](mailto:directory@bucks.edu).

To have an entry DELETED from this database, please email [directory@bucks.edu](mailto:directory@bucks.edu).

Go to <http://www.bucks.edu/about/directory/manager/>.

Enter your Username and Password. Your Phone Directory Manager Username and Password are the same as your Bucks network Username and Password (the same password you use when you first turn on your computer.). If you need your password reset, contact the helpdesk at 215-968-8191.

1. Click on the **Log In** button.

### Profile Manager

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You must log in to the system to be able to add or make changes to phone directory entries.

*Fields marked with an asterisk (\*) are required.*

<b>Username *</b>	<input type="text"/>
<b>Password *</b>	<input type="password"/>

2. To update your own profile, click the **Update your own directory entry** link.

### College Profile Database Management

This faculty/staff profile database generates your personal profile, college phonebook, entries in the online department and by-name faculty/staff profile portion of the official College Catalog.

[Click for directions on updating your own entry.](#) [ PDF - Link opens in new window ]

**employee**, your supervisor or administrative assistant must first be able to update your entry.

Questions regarding its maintenance, use, and update should be directed to the Office of Information Technology.

**To have an entry DELETED from this database, please email [it@bucks.edu](#)**

- [Update your own directory entry](#)

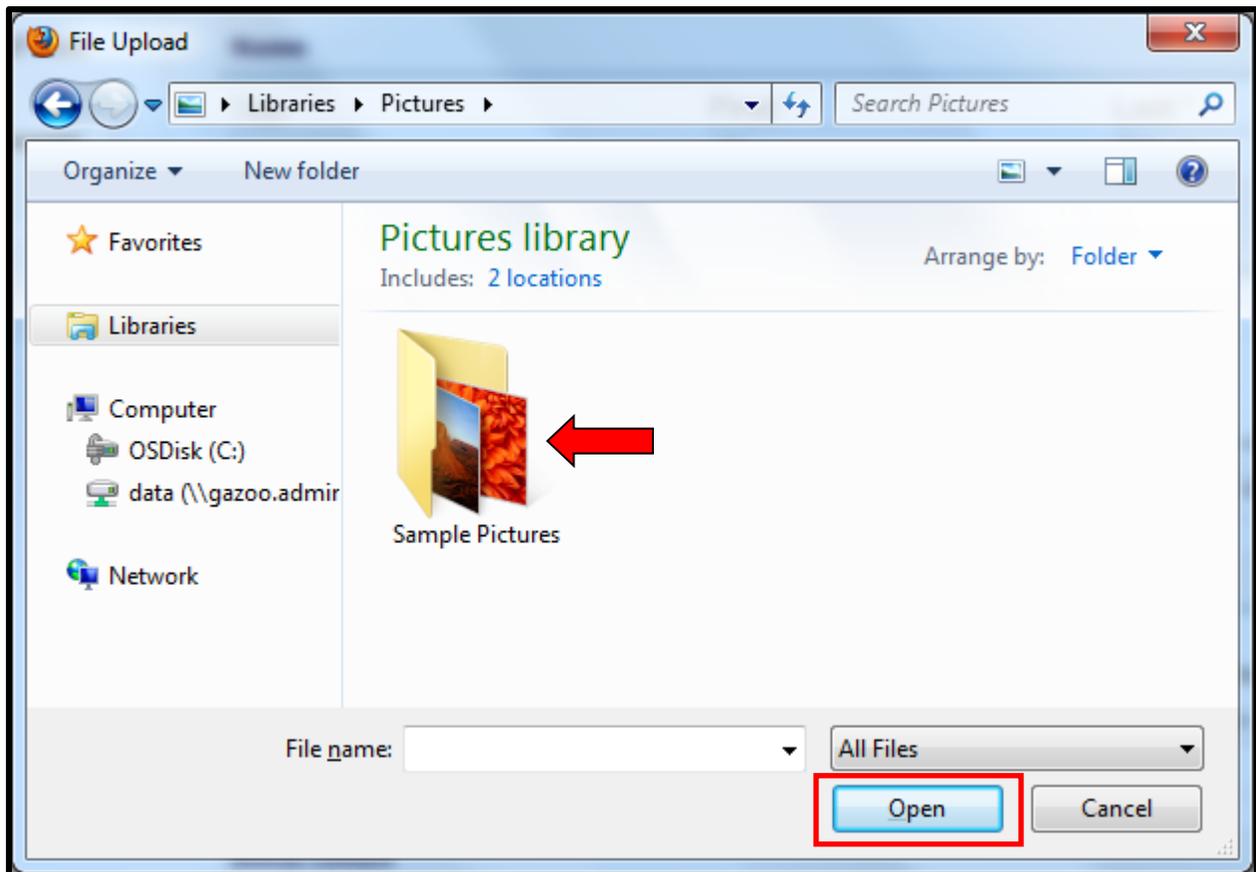
Your profile will open. You must complete or update all fields with an asterisk (\*). Be sure to scroll all the way down to the bottom of the page when reviewing your information. The REQUIRED fields are:

- First (name)
- Last (name)
- Building
- Room
- Phone
- Bucks Username
- Email Type
- Primary Email
- Primary Department
- Primary Position
- Position Classification

3. While fields without an asterisk are optional, it is recommended that College employees add a picture. The picture will show up only in the **Faculty and Staff Profiles** area. To add your picture, go to the **Photo** area and click the **Browse** button.



4. The **Choose File** dialog box will open. Note that the picture must be in **JPG, GIF, or PNG format**. The image will be resized automatically to 250 pixels on the longest side. Click on the picture you want to insert then click the **Open** button.



5. If you are a faculty member, you may want to indicate courses taught in the **Courses Taught** text box (below). Hold down the CTRL button on your keyboard to select multiple courses. When you are finished updating your profile, click the **Submit** button at the bottom of the page.

Courses Taught:  
*Select multiples by holding down the CTRL key and clicking each course*

ACCT103: Introductory Accounting (Formerly ACCT090)
ACCT105: Financial Accounting (Formerly Principles of Accounting I)
ACCT106: Managerial Accounting (Formerly Principles of Accounting II)
ACCT108: Introduction to Accounting Software

6. After clicking the **Submit** button, the following message appears: **Success! Your changes have been saved.** To check your profile, click on the **Return to Main Menu** link.

**Saving Information**

Success!

Your changes have been saved.

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[Return to Main Menu](#)

[Click here to log out](#)

7. To check your changes, click the **Update your own directory entry** link and check your changes.

[• Update your own directory entry](#)

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[Return to Main Menu](#)

[Click here to log out](#)

8. After checking the entries, click the **Click here to log out** link to log out.