

DEADLINE FOR UPDATING COMMUNICATIONS DIRECTORY INFORMATION

The deadline to verify or change information for the 2019-2020 Communications Directory is **3:00 P.M., Monday, June 17th, 2019.**

Faculty and Staff are urged to **log onto [Agora Portal](#)** to verify their own contact information.

If changes need to be made, go to the **My Services** page in Agora Portal, and under **Account and Personal Info** click **Update Your Addresses/ Phone/ Emergency Contact Information**. Enter the correct information as needed and click **Update/Confirm**. If you need assistance please contact your Technology Consultant.

Department Administrators are asked to log onto [Agora Portal](#) by go into the **My Services** page and under **Common Services** click on **Directory Search** to check department information. Please contact Kim Ngo at kim.ngo@bc.edu with department information changes.

Important:

For more detailed information, please click on the following link:

[Deadline for Updating Information for the Communications Directory](#)

Paper Directory Opt Out

Faculty and Staff who do NOT wish to receive a paper copy of the Boston College 2019-2020 Communications Directory are now able to opt out by using the **My Services** page in [Agora Portal](#). In **My Services**, under **Human Resources** click on **PeopleSoft Human Resource Services**, then under **Self Service** click on **Personal Information** and then click on **Update Directory Opt Out**, be sure the box is checked and click **Save**.

If additional assistance is needed, please contact Kim Ngo at kim.ngo@bc.edu.