DEADLINE FOR UPDATING COMMUNICATIONS DIRECTORY INFORMATION

The deadline to verify or change information for the 2011-2012 Communications Directory is 3:00 p.m., Friday, June 24th. This includes employee contact and department organizational information, such as fax numbers or other information, listed in the “Departments” section at the back of the directory. Unit directors or chairpersons should review that information for accuracy.

We need all changes submitted by June 24th in order to print and distribute the directory at the beginning of the academic year. Changes made after June 25th will not appear in the 2011-2012 Communications Directory, but will be reflected in the electronic directory, which is updated as new information becomes available. The electronic directories can be found at the following links:
https://agora.bc.edu/bcdirectory/public.lookup for individuals;
https://agora.bc.edu/directory/departments/directory.html for departments.

All employees are urged to review their contact information and privacy preferences. Employees can view and change their personal information by logging on to Agora and under My Services, Account and Personal Info, use the Update Your Addresses and Phone Numbers and/or Privacy Preferences Confirm/Review options.

Individuals who experience difficulty in making changes to their personal records should first consult their Technology Consultant, and, if additional assistance is needed, contact Ann Coyne in the Human Resources Department at 2-0742 or coynean@bc.edu.

While in Agora please update your cell phone number for emergency contact purposes as well as any other “personal records”.

SUPPRESSING WORK-RELATED INFORMATION

Work-related information (title, e-mail address, work and/or department phone number, and work address) for all faculty and staff needs to be available to internal (authenticated) Boston College users electronically and in the Communications Directory. The Human Resources Department may waive this requirement for an individual under certain circumstances. Please contact Ann Coyne to request such a waiver.

Employees may continue to suppress work-related and all other information from view by the general public.

REPLACING A DIRECT WORK PHONE NUMBER WITH A DEPARTMENT PHONE NUMBER
If an employee has a valid department phone number listed among his/her privacy preference options, the direct work phone number may be suppressed from view by internal Boston College users. In those instances an employee's departmental phone number will be displayed in all directory services. Employees assigned to departments that do not have a departmental phone number will not be able to use this option.

CORRECTING DEPARTMENTAL INFORMATION

Departmental information can be reviewed by visiting “Browse Directories” under the “Directories” link located on the top of the “BC Info” home page. Approved changes for department organization should be given to Ann Coyne.

FACULTY TITLE OR DEPARTMENT CHANGES

Faculty members who have questions regarding their title or department should contact Susan Hynes in the Provost’s Office (2-4780 or hyness@bc.edu).

FACULTY AND STAFF NOT ACTIVE ON JULY 1, 2011

Those responsible for department information should contact Ann Coyne to provide the names of any faculty or staff who will not be active on July 1, 2011, for whatever reason (e.g. faculty and staff who will be on leave of absence, who work less than 52 weeks a year, or who will be between grants), but who are expected to be active during the upcoming academic year. This will insure that those individuals will be included in the 2011-2012 Communications Directory.

INSTRUCTIONS FOR OPTING OUT OF PAPER COPY OF THE DIRECTORY

Log into Agora\Self-Service Menu

1. To access the Agora Portal, click on the following link: https://portal.bc.edu/portal/page/portal/MyServices/Login
2. In the upper right corner, enter your USERNAME and PASSWORD. Click on LOGIN or hit ENTER.
3. You will be on the STAFF HOME page. There you will find PRINTED DIRECTORY OPT OUT under QUICK LINKS and click on it.
4. Your Eagle ID, Name, current location and work phone are displayed.
5. To opt out of receiving a directory, click in the box indicating you do not wish to receive a paper copy of the communications directory. Otherwise, you will receive a paper copy of the directory.
6. BE SURE TO CLICK THE SAVE BUTTON. If you do not save your choice, you will receive a directory.