

## 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.
5. Your Eagle ID, Name, current location and work phone are displayed.
6. 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.
7. BE SURE TO CLICK THE **SAVE** BUTTON. If you do not save your choice, you will receive a directory.