DEADLINE FOR UPDATING COMMUNICATIONS DIRECTORY INFORMATION

The deadline to verify or change information for the 2018-2019 Communications Directory is 3:00 P.M., Friday, June 8th, 2018. 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 8th in order to print and distribute the directory at the beginning of the academic year. Changes made after June 8th will not appear in the 2018-2019 Communications Directory, but will be reflected in the electronic directory, which is updated regularly. The electronic directory can be found at the following link:

https://services.bc.edu/publicdirectorysearch/search!displayInput.action, for individuals and department.

All employees are urged to log onto Agora Portal and look themselves up at: https://services.bc.edu/directorysearch/search!displayInput.action, to verify their contact information. Employees can view and change their personal information by log onto Agora Portal. Under **My Services**, under **Account and Personal Info**, click **Update Your Addresses/Phone/Emergency Contact Information**. Employees who have recently changed their work location should check to make sure their contact information has been updated.

Individuals who experience difficulty in making changes to their personal records should first consult their **Technology Consultant** and if additional assistance is needed contact Kim Ngo in the Human Resources Department at kim.ngo@bc.edu. While in Agora Portal 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 Kim Ngo 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 https://services.bc.edu/publicdirectorysearch/search!displayInput.action. **Approved** changes for department organization should be given to Kim Ngo.

FACULTY TITLE OR DEPARTMENT CHANGES

Faculty members who have questions regarding their title or department should contact Kristin Flower in the Provost's Office (2-6848 or kristin.flower@bc.edu)

FACULTY AND STAFF NOT ACTIVE ON JULY 1, 2018

Those responsible for department information should contact Kim Ngo to provide the names of any faculty or staff who will not be active on July 1, 2018, 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 ensure that those persons will be included in the 2018-2019 Communications Directory.

INSTRUCTIONS FOR OPTING OUT OF PAPER COPY OF THE DIRECTORY

Employees who do not wish to receive a paper copy of the Boston College 2018-2019 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**.