Directory Administration

How to Assign Department Administrator Access

Information at your fingertips!

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.
To access the University of Victoria’s Directory Administration system you must have appropriate access. If you are the primary administrator for your department’s directory and you do not have access, please contact the Computer Help Desk at helpdesk@uvic.ca.

1. Enter your NetLink ID and password in the fields provided.
As primary administrator you have the ability to grant access to other people to edit your department’s Directory information. Normally this permission is only granted to other administrative staff.

2. Click on the Set-up tab.

3. Before you proceed with this tutorial, click on the plus (+) symbol beside Help to acquaint yourself with the functions you will encounter.

For your convenience, a copy of the Help information has been appended to the end of this tutorial.
Administrative access is granted by department for each individual user (e.g., if someone is responsible for updating the directory for more than one department, access must be granted for each department separately.

4. To enter a new administrative user, click on New Row.
5. Enter the **username** and select the appropriate **department** from the list provided.

6. When you are finished, click **Save**.
7. You will see that the user has been added.

If the user requires access for updating additional departments, repeat steps 4 thru 6 as necessary.

**Note:**
You will also see that the list shows who granted the access and when.
8. To delete a user, select the corresponding box beside their **username** and click **Delete Row(s)**.
9. A dialog window will appear asking you to confirm that you would like to delete the user. Click OK.
A copy of the Administrator Access Help information is attached for your convenience.
To view other related tutorials on UVic’s Directory Administration, please visit http://helpdesk.uvic.ca/uvicdir/info.html.