



University  
of Victoria



*Information at your fingertips!*

# Directory Administration

## How to Assign Department Administrator Access

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](mailto:helpdesk@uvic.ca).

1. Enter your **NetLink ID** and **password** in the fields provided.



**Enter your NetLink ID and Password.**

**1. Directory Administration**

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Netlink ID:

Netlink Password:

**Login**

### Online tool

This tool is used for the maintenance of the Department Contact Information and for the Department Summary and Employee Listings

### Authorized Access Only

Only authorized administrators are given access. If you would like to have your directory information changed, please contact the directory administrator in your department.

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.

The screenshot shows the University of Victoria Directory Administration interface. At the top, there is a navigation bar with 'Department' and 'Set-up' tabs. A red arrow points to the 'Set-up' tab with the text 'Click on the Set-up tab.' and the number '2.'. Below the navigation bar, there is a section titled 'Department Administrators' with a sub-header 'Department Administrators' and a description: 'This page lets you authorize people to edit directory information for departments.' Below this, there is a 'Help' link with a plus sign icon. A red arrow points to the plus sign with the text 'Click on the plus (+) symbol beside Help.' and the number '3.'. Below the 'Help' link, there is a 'Department Administrator List' table with columns: Username, Department to administer, Updated By, Updated On, Created By, and Created On. The table contains 8 rows of data. At the bottom of the table, there are buttons for 'Save', 'Delete Row(s)', and 'New Row'.

Username	Department to administer	Updated By	Updated On	Created By	Created On
<input type="checkbox"/> spuentes	Software Development	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Network Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> akj	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> srt	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> akj	Software Development	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing User Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing Services	(null)	(null)	SRT	16-FEB-09

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).

- To enter a new administrative user, click on **New Row**.

The screenshot shows the 'Department Administrators' page in the University of Victoria's directory administration system. At the top, there is a navigation bar with 'Department' and 'Set-up' tabs, and a sub-tab for 'Department Administrators'. Below this is a table titled 'Department Administrator List' with columns for Username, Department to administer, Updated By, Updated On, Created By, and Created On. The table contains several rows of existing administrators. At the bottom of the table, there are buttons for 'Save', 'Delete Row(s)', and 'New Row'. A red callout box with the number '4.' and the text 'To enter a new administrative user, click on New Row.' points to the 'New Row' button.

Username	Department to administer	Updated By	Updated On	Created By	Created On
<input type="checkbox"/> spuentes	Software Development	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Network Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> akj	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> srt	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> akj	Software Development	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing User Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing Services	(null)	(null)	SRT	16-FEB-09

1 - 8

Save Delete Row(s) **New Row**

5. Enter the **username** and select the appropriate **department** from the list provided.
6. When you are finished, click **Save**.

University of Victoria | Uvic Directories | uSource Login  
 Logged in as: SPUENTES | Logout

Department **Set-up**

Department Administrators

**Department Administrators**  
 This page lets you authorize people to edit directory information for departments.

Help ⓘ

Department Administrator List

Filter by user:

<input type="checkbox"/>	Username	Department to administer	Updated By	Updated On	Created By	Created On
<input type="checkbox"/>	spuentes	Software Development	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Network Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	akj	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	srt	Com	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	spuentes	Com	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Com	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Computing Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	akj	Software Development	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	rkozan	Computing & System Services	(null)	(null)	(null)	(null)

row(s) 1 - 9 of 9

5. Enter username and select the appropriate department from the list provided.

6. Click Save.

- 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.

The screenshot shows the 'Department Administrators' page in the University of Victoria's uSource system. The page title is 'Department Administrators' and it includes a help icon. Below the title is a 'Department Administrator List' table with columns for Username, Department to administer, Updated By, Updated On, Created By, and Created On. The table contains 9 rows of data. A red box highlights the last row, which is for user 'rkozsan' assigned to 'Network Services'. A callout box with a red arrow points to this row, containing the text: 'You will see that the user has been added.' Below the table are buttons for 'Save', 'Delete Row(s)', and 'New Row'.

Username	Department to administer	Updated By	Updated On	Created By	Created On
<input type="checkbox"/> spuentes	Software Development	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Network Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> akj	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> srt	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/> akj	Software Development	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/> rkozsan	Network Services	(null)	(null)	SPUENTES	02-MAR-09

- To delete a user, select the corresponding box beside their **username** and click **Delete Row(s)**.

University of Victoria | Uvic Directories | uSource Login  
 Logged in as: SPUENTES | Logout

Department **Set-up**

Department Administrators

**Department Administrators**  
 This page lets you authorize people to edit directory information for departments.

Help ⓘ

Department Administrator List

Filter by user:  **Go** **Clear**

<input type="checkbox"/>	Username	Department to administer	Updated By	Updated On	Created By	Created On
<input type="checkbox"/>	spuentes	Software Development	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Network Services	(null)	(null)	SRT	16-FEB-09
<input checked="" type="checkbox"/>	rkozsan	Network Services	(null)	(null)	SPUENTES	02-MAR-09
<input type="checkbox"/>	akj	Computing & System Services	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	srt	(null)	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	akj	(null)	(null)	(null)	LOGANV@UVIC.CA	03-FEB-09
<input type="checkbox"/>	spuentes	Computing & System Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Computing User Services	(null)	(null)	SRT	16-FEB-09
<input type="checkbox"/>	spuentes	Computing Services	(null)	(null)	SRT	16-FEB-09

row(s) 1 - 9 of 9

**Save** **Delete Row(s)** **New Row**

**8.** To delete a user, select the corresponding box and click **Delete Row(s)**.

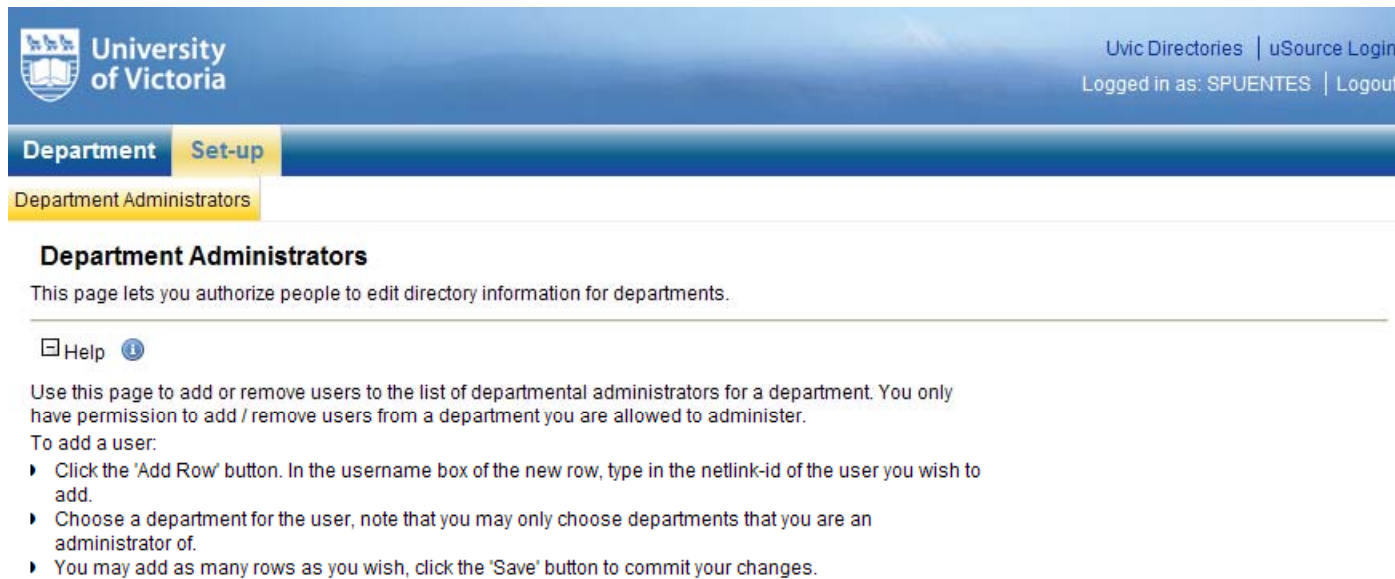
- A dialog window will appear asking you to confirm that you would like to delete the user. Click **OK**.

The screenshot shows the University of Victoria Directory Administration interface. At the top, there is a navigation bar with 'Department' and 'Set-up' tabs. Below this, the 'Department Administrators' section is active. The main content area displays a table titled 'Department Administrator List' with columns for Username, Department to admin, and Created On. A dialog box titled 'Windows Internet Explorer' is overlaid on the table, asking 'Would you like to perform this delete action?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button, and a red box highlights it with the text 'Click OK to confirm.' The table contains 9 rows of data, with the first three rows having checkboxes and the last six rows having dropdown menus for department selection.

Username	Department to admin	Created On
<input type="checkbox"/> spuentes	Software Development	16-FEB-09
<input type="checkbox"/> spuentes	Network Services	16-FEB-09
<input checked="" type="checkbox"/> rkozsan	Network Services	02-MAR-09
<input type="checkbox"/> akj	Computing & System Services	03-FEB-09
<input type="checkbox"/> srt	Computing & System Services	03-FEB-09
<input type="checkbox"/> akj	Software Development	03-FEB-09
<input type="checkbox"/> spuentes	Computing & System Services	16-FEB-09
<input type="checkbox"/> spuentes	Computing User Services	16-FEB-09
<input type="checkbox"/> spuentes	Computing Services	16-FEB-09



A copy of the Administrator Access **Help** information is attached for your convenience.



The screenshot shows the University of Victoria Directory Administration interface. At the top left is the University of Victoria logo. At the top right, there are links for "Uvic Directories" and "uSource Login", and a status bar indicating "Logged in as: SPUNTES" with a "Logout" link. Below the header is a navigation menu with "Department" and "Set-up" tabs. The "Department Administrators" link is highlighted. The main content area is titled "Department Administrators" and contains the following text:

This page lets you authorize people to edit directory information for departments.

[Help](#) ⓘ

Use this page to add or remove users to the list of departmental administrators for a department. You only have permission to add / remove users from a department you are allowed to administer.

To add a user:

- ▶ Click the 'Add Row' button. In the username box of the new row, type in the netlink-id of the user you wish to add.
- ▶ Choose a department for the user, note that you may only choose departments that you are an administrator of.
- ▶ You may add as many rows as you wish, click the 'Save' button to commit your changes.

To view other related tutorials on UVic's Directory Administration, please visit <http://helpdesk.uvic.ca/uvicdir/info.html>.

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