



University
of Victoria



Information at your fingertips!

Directory Administration

How to Update Your Department's Contact Information

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 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.



Enter your **NetLink ID** and **Password**.

1. **Directory Administration**

Netlink ID:

Netlink Password:

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.

Here you will see a list of the departments for which you have access.

2. Click on the **Department** you wish to view.

University of Victoria

Uvic Directories | uSource Login
Logged in as: SPUNTES | Logout

Department Set-up

Main Page Help

Choose a Department
To get started, click on one of the departments in your list of "My Departments".

Help ⓘ

My Departments		Welcome
Computing & System Services	1046	<p>Welcome to the Department Directory Application</p> <p>If this is your first time using the application, please see the Help Section.</p>
Computing Services	1047	
Computing User Services	1048	
Network Services	1149	
Software Development	1183	
1 - 5		

3. Click on the **Contact Information** tab.
4. The first section you will see is the Mailing Address. Enter your Department's **Mailing Address** in the fields provided.

The screenshot shows the University of Victoria Directory Administration interface. At the top, the University of Victoria logo is on the left, and navigation links for 'Uvic Directories', 'uSource Login', and 'Logged in as: SPUNTES | Logout' are on the right. Below the header is a navigation bar with tabs: 'Department Set-up', 'Main Page', 'Contact Information', 'Summary Listing', 'Employee Listing', and 'Help'. The 'Contact Information' tab is highlighted, and a red arrow points to it with the text '3. Click on the Contact Information tab.' Below the navigation bar, the page title is 'Department Contact Information'. A red box highlights the 'Contact Information' tab with the text '3. Click on the Contact Information tab.' The main content area is divided into two sections: 'Department Address Information' and 'Department Links'. The 'Department Address Information' section contains a 'Mailing Address' form with fields for 'Address Line 1' (University of Victoria), 'Address Line 2' (PO Box 3045), 'Address Line 3', 'Address Line 4', 'City' (Victoria), 'Province' (BC), 'Country' (Canada), and 'Postal Code' (V8W3P4). A red arrow points to the 'Address Line 1' field with the text '4. Enter your Department's Mailing Address.' The 'Department Links' section contains a message: 'Department Links are a way to show a relationship between your department and another department. Your Department Links will show up in your department's directory entry as links to the other department's directory entry. No links exist for this department.' Below this message are buttons for 'Save', 'Delete Link(s)', and 'New Link'.

5. Enter your Department's **Courier Address** in the fields provided.

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

Department Set-up

Main Page | **Contact Information** | Summary Listing | Employee Listing | Help

Department Contact Information

This page lets you keep track of your department's contact information and specify a relationships to another departments.

You are editing information for department: Network Services (Select a different department)

Help

Department Address Information

This **Address Information** is displayed in your department's directory entry for the world to see.

Courier Address

Address Line 1: CLE

Address Line 2: C061a

Address Line 3:

Address Line 4:

City: Victoria Province: BC

Country: Canada

Postal Code: V8P5C2

Department Links

Department Links are a way to show a relationship between your department and another department. Your Department Links will show up in your department's directory entry as links to the other department's directory entry.

No links exist for this department.

Save Delete Link(s) New Link

5. Enter your Department's **Courier Address.**

- 6. Enter your Department's **Web Information** in the fields provided.
- 7. When you are finished, click **Save**.

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

Department Set-up

Main Page Contact Information Summary Listing Employee Listing Help

Department Contact Information

You are editing information for department: Network Services (Select a different department)

This page lets you keep track of your department's contact information and specify a relationships to another departments.

Help

Department Address Information

This **Address Information** is displayed in your department's directory entry for the world to see.

Web Information

Email

URL

Save

7. Click **Save**.

Department Links

Department Links are a way to show a relationship between your department and another department. Your **Department Links** will show up in your department's directory entry as links to the other department's directory entry.

No links exist for this department.

Save **Delete Link(s)** **New Link**

6. Enter your Department's **Web Information**.

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