

All EDIR users have the ability to modify their own EDIR record. EDIR role access must be granted before you can get the EDIR records of others. EDIR role requests are processed by the same individuals responsible for processing Banner access requests. If you don't know who that is at your campus; ask your campus Help Desk.

Locating Employee EDIR Records:

- 1) Log in
- 2) Search by name or Department.



Search results for a person



Click the name to edit the individual record

Results for a department search by keyword (training)

[Help!] [Search Directory] (Administrative Actions) ▾

EDIR SEARCH RESULTS by Martin Miller

[Revise Search](#)

Unit Display Name:	Computer Training Connections
Office:	Campus: UAA Main Campus Office: 112 University Center Phone: +1 907 786 4950 FAX: +1 907 786 4955
Website:	http://www.training.uaa.alaska.edu
USPS delivery address:	3211 Providence Dr. Anchorage AK 99508
Directory Sponsor:	Computer Labs
Unit Display Name:	CTC Aviation Contract Training
BoR Unit Name:	CTC Aviation Sponsored Projects
Reports To:	Community & Technical College ((Listing With People))
Unit Display Name:	CTC Flight Training
BoR Unit Name:	CTC Aviation Flight School
Reports To:	Community & Technical College ((Listing With People))
Unit Display Name:	CTC Trans & Power NC/Contr Training
BoR Unit Name:	CTC Trans & Power NC/Contr Training
Reports To:	Community & Technical College ((Listing With People))
Unit Display Name:	Family & Youth Services Training Academy
Office:	Campus: UAA Main Campus Office: 430 Diplomacy Building Phone: +1 907 786 6720 FAX: +1 907 786 6735
Website:	Family & Youth Services Training Academy
Unit Head:	(unresolved)
Unit Head Title:	Program Director
USPS delivery address:	4500 Diplomacy Drive, Anchorage, AK 99508
Directory Sponsor:	Social Work School ((Listing With People))
Unit Display Name:	GI Training
BoR Unit Name:	GI Training
Reports To:	Geophysical Institute ((Listing With People))
Unit Display Name:	HR Training Room/Conference Room
Office:	Campus: UAA Main Campus Office: 129 Administration Bldg Phone: +1 907 786 4694 FAX:
USPS delivery address:	3211 Providence Dr. Anchorage, AK 99508
Directory Sponsor:	Human Resource Services (Personnel) ((Listing With People))
Unit Display Name:	Law Enforcement Training Program
BoR Unit Name:	Law Enforcement Training Program
Office:	Campus: UAS Sitka Campus Office: Sitka Phone: +1 907 747 6653

Employee listing link



Click the Listing With People link to see all employees associated with the department, in EDIR.

Note: Employee records can be located by department because EDIR is built on information extracted from Banner and, in Banner, each employee is associated with a Home Department (controlled by the Banner Job Form. EDIR allows you to associate employees with departments other than their Home Department using the Other Department Affiliation field.

Click the name of the individual who needs updated.
The name will show as a link if you have access to update that record.



Click the name again, and you will be able to update this record just as you do your own.

You must have EDIR role access to modify any other EDIR record. Whether or not you can modify a record, and what fields you can modify, is determined by the type of EDIR role you are granted.

You can find your role by logging in and looking at your record; click personal update, then show record.



Roles are limited to specific DLevels (identifying department records) or larger groups of departments.

To edit a specific department you need the role DEPTADMIN followed by the designation corresponding to that department or larger unit containing that department such as college or campus, shown in EDIR as the EDIR ID.



EDIR contains the departments and reporting relations recorded in the Board of Regents Structure Table maintained by UA Institutional Research for reporting to the Board, state and federal government. OIT can add records for units such as an office or program or laboratory that is part of a department in the official structure. Request them via the Help Desk.

In the Individual Update form; admin contacts display as an expanded form of UID. When displayed in the Search Results window, however, the name of the admin contact is displayed.

3) Add an admin contact.

- a. Search for the admin contact
- b. Copy that individuals' EDIR id
- c. Return to the record you need to update
- d. Paste the EDIR id in the Admin Contact field
- e. Click the Post Updates button
- f. Click Show Record to see the admin contact name

Office Postal Address: [USPS mailing address]	
Admin Contact: [e.g., admin assistant]	uid=N3WV9LKW01,ou=people,dc=alaska,dc=edu
Website: [URI & label]	

4) To delete an admin contact.

- a. highlight admin contact value
- b. press Backspace
- c. click Submit button

The screenshot shows the 'University of Alaska EDIR Update' form in a Microsoft Internet Explorer browser window. The page title is 'University of Alaska Directory'. The main heading is 'INDIVIDUAL UPDATE: Documentation Account by Elizabeth Mercer'. Below this, there are buttons for 'Post Updates' and 'Refresh Form'. The form contains several fields, including 'Display Name', 'Email *Vanity*', 'Email Address', 'Email Account', and 'Admin Contact'. The 'Admin Contact' field is highlighted in yellow. A callout box on the left points to the 'Post Updates' button with the text 'Click Post Updates button'. Another callout box on the right points to the highlighted 'Admin Contact' field with the text 'Highlight and press Backspace'.

Report problems or questions to the OIT Help Desk

Fairbanks area:

tel: 907-450-8300

fax: 907-450-8312

Outside Fairbanks:

1-800-478-8226

Or Email: helpdesk@alaska.edu