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.

![Employee Directory Search](image-url)

Search results for a person

![Employee Name Link](image-url)

Click the name to edit the individual record
Results for a department search by keyword (training)

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

4) To delete an admin contact.

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

Click Post Updates button

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