Directory Updates

How to Update a Department’s Directory Listing

Step 1: Navigate to people.alaska.edu.

Step 2: Log in using the link at the top right of the page.

Step 3: Navigate to the department page you have been assigned an editing delegate for.

Step 4: Click the green Edit button at the bottom of the listing.

Step 5: You will be brought to a page with multiple text boxes and menus to make any necessary changes. Once you have made the necessary changes, click the green Preview button at the bottom.

Step 6: Review the changes you have made. Additions to the information will be shown as green text, whereas removed information will be shown as red text with a strikethrough. If you are satisfied with the changes, click the green Commit button at the bottom. Otherwise, click Edit to make additional corrections.
Note: Once you have committed the desired changes, yourself as well as the listed manager will be notified via email.

**Edit Delegates:**

Staff & Faculty that are set as managers or edit delegates are able to update departmental listings.

Department managers/directors are able to request the assignment of edit delegates for a department. To do so, the department director/manager will need to send an email to helpdesk@alaska.edu with the name and username of the requested delegate.

Edit delegates must be a current member of the department they are being assigned to.

Current edit delegates are able to assign new delegates as needed.

**Step 1:** Navigate to the department editing page as covered in the section above.

**Step 2:** Locate the Department edit delegate section as shown below.

**Step 4:** Select the “+ Add value” button which will bring up a new text box.

**Step 5:** Enter in the username for the desired edit delegate and select the Preview button.
Step 6: Once you have confirmed that the desired user has been added, click the Commit button to complete the changes.

If you are experiencing issues updating directory information, please contact the OIT Service Desk at (907)450-8300 or helpdesk@alaska.edu.