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Attention All York Faculty and Staff:

Information Technology would like to encourage you to take advantage of rDirectory.

rDirectory is a unique solution for managing identity information that allows users to independently update their contact and other directory information. Essentially, this new self-service product is an easy to use web-based directory. The benefit is that all phone contact and other directory information needed to find individuals in our organization will be current.

Phone and office contact information for staff found in the global address in Microsoft Outlook will be up-to-date as well. Users who access this efficient self-service tool to update their own information will also have access to look up information via filters that are not available in Outlook. You will also be able to create your own lists and groups using rDirectory.

How to Access rDirectory

RDirectory can be accessed by entering the word "rdirectory" in your web browser while on campus. You will need your Network ID and Password if you are not already logged into your computer. This is the same as your official staff email account Username and Password. Follow the instructions below to access and start immediately using rDirectory.

rDirectory Access

From your browsers address bar type the word “rdirectory”

If you are logged in, you should see the following screen:

The screenshot shows a web interface for York College. At the top left, there is a blue header with the text 'York College'. Below this, there are two tabs: 'My Profile' (which is selected and highlighted in blue) and 'Contacts'. Under the 'My Profile' tab, the user is identified as 'Employee Gregory Vega'. Below this, there is a section titled 'General' with a yellow underline. This section contains several input fields with the following values: 'First Name: Gregory', 'Last Name: Vega', 'Phone: 718-262-5231', 'Virtual Voice' (empty), 'Mail:' (empty), and 'Room No.: AC-2E03D'.

York College	
My Profile	Contacts
Employee Gregory Vega	
General	
First Name:	Gregory
Last Name:	Vega
Phone:	718-262-5231
Virtual Voice	
Mail:	
Room No.:	AC-2E03D

If not, you will be prompted to log in. If you have difficulty logging in, call our Service Desk who are ready to guide you through this.

Next are directions on how to navigate and use rDirectory.

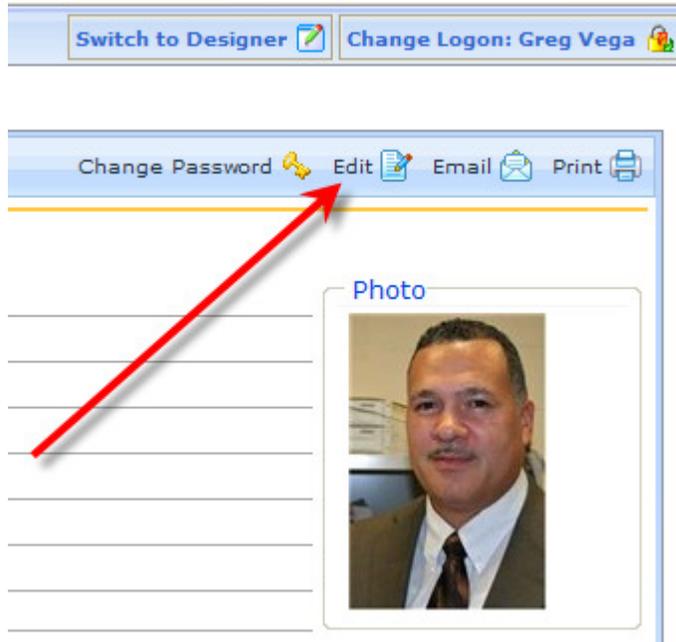
Initial Screen shot of rDirectory

My Profile		Contacts	Workstations	Create Accounts
Employee Greg Vega				
General				
First Name	Gregory			
Last Name	Vega			
Phone	718-262-5231			
Virtual Voice Mail				
Room No.	AC-2E03D			
Department	Computer Svcs			
Department Code	[REDACTED]			
Manager				
Assistant	[REDACTED]			
Employee Type	Staff			
Functional Title	[REDACTED]			
Payroll Title				
IT Self Service	york-sd/helpdesk			
Phones & Notes		Member Of	My IDs & Email	Telecom Info
Business	718-262-5231		Notes	

As you can see there are many fields of useful Directory information. However, what you will be able to self edit is limited to what is essential to maintaining a useable Directory here at York.

The next screen will show you what you will see when you click on the edit button which is on the far top right of this form.

Editing your RDirectory contact information



Click on that edit button. You can also add a picture of your self. I was forced to do it for presentation purposes.

On the next page you will see fields that can be edited. Not all are mandatory but many are helpful. The key fields we want you and all staff and faculty to update are the ones with a red asterisk next to them. These are the fields that will instantly update our Directory making it current and beneficial.

YORK College

My Profile | Contacts

Edit Employee Gregory Vega

Personal

Personal Edit

* Room No.: AC-2E03D

* Phone: 718-262-5231

Home Phone:

Fax Number:

ID Card No.: 493

Employee Type: Staff

Assistant: Catherine Yacavonis

Telecom Note:

Manager:

Functional Title: Director Service Delivery

Other Titles:

Roles:

Department Number 2:

Department Number 3:

Additional Email: g...@york.edu.com

PW Reset Profile: Password Reset Profile available

E-Mail Signature: Computer Svcs

Department:

E-Mail Signature Title: Director Service Delivery

When updating, use the standard syntax that is being used on the form already. For example under Room No. the room starts with AC, if you are in other buildings start the room number with the corresponding letters like HP, etc.

When you are finish updating the entire information click on the Save button located to the right bottom.

Anytime someone in your area changes, this would be the best place to reflect that change while informing our Service Desk so that other things can start to

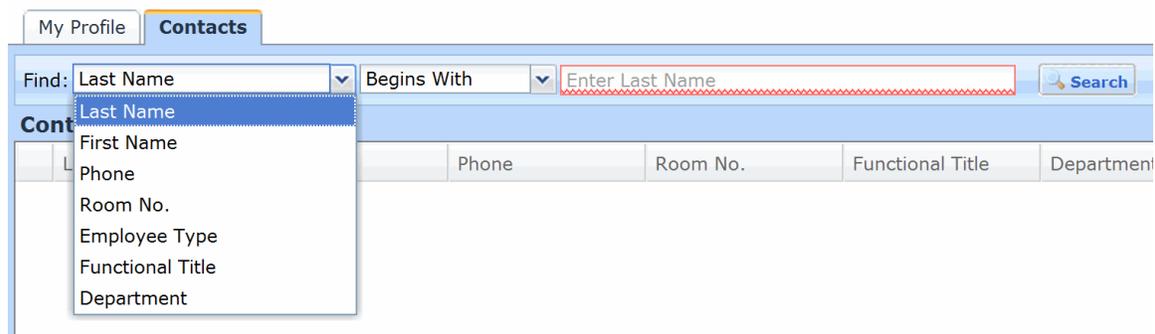
process making moves, adds, and changes more manageable here at York College.

The next few screens are for some advanced features in case some of you would like to start using rDirectory to look people up in a variety of ways.

If you are a department administrative assistant you have the ability to update contact information for others in your department. If you are a Chair you have the ability to update the functional title for people who work for you in your department.

We strongly encourage everyone to take advantage of this tool. It also helps when you need a password reset. If you add an alternate email address in the additional email address field should you be off campus and require a password reset, provided you have completed your profile challenge questions on this tool you will not need to undergo the current authentication process which requires authorization from a department head. Using the alternate email address our Service Desk will send a temporary password to that email and if you really are who you say you are, you will get the temporary password and reset your account. No hassles

Advance Search Features



The screenshot shows the 'Contacts' tab selected in a web interface. Below the tabs, there is a search section with a 'Find:' dropdown menu currently open, displaying a list of search criteria: Last Name, First Name, Phone, Room No., Employee Type, Functional Title, and Department. To the right of the 'Find:' dropdown is a 'Begins With' dropdown menu set to 'Last Name', followed by a text input field containing the placeholder text 'Enter Last Name'. A 'Search' button is located to the right of the input field. Below the search section, a table header is visible with columns for 'Phone', 'Room No.', 'Functional Title', and 'Department'.

If you click on the “Contacts” tab you can look up anyone in the directory using advance filters not available in Microsoft Outlook. What’s more you can export those lists for other uses.

While in the Contacts tab you can find employees of York using a drop down which gives you many search options.

By the way, if you do a search and end up with a list of people you were looking for; you may be able to email all of them directly from rDirectory. It has this capability as well but again this may be limited to just certain roles in your office.

Sincerely,

Greg Vega
Directory Service Delivery
York College Information Technology
718-262-5231