

Editing the UNT Dallas Directory

1. To login to the directory, enter your EUID and password at:
directory.untdallas.edu/user

The screenshot shows the 'USER ACCOUNT' login page for the UNT Dallas Directory. At the top left is the 'UNT DALLAS Directory' logo, and at the top right is a 'myUNT D' link with a home icon. The main heading is 'USER ACCOUNT' in large blue letters. Below it are two tabs: 'Log in' (selected) and 'Logon Help'. To the right of the tabs is a 'Back' link. The 'Log in' section contains two input fields: 'Username *' and 'Password *'. Below these fields is a blue 'Log in' button with a right-pointing arrow. The footer is a dark blue bar containing social media icons (Facebook, Instagram, Twitter, LinkedIn, YouTube) on the left, a list of links in the center (CVs and Syllabi, Directory, Employment, UNT Dallas Policies, Report Concern For A Student, Sexual Violence Resources, Disability Services, Accreditation Statement), and the UNT Dallas logo and contact information on the right.

2. Once logged in, click the link to find your profile. Don't go to *My Account*, that is not related to your directory entry. If you are adding a new person to the directory find the Content tab at the top and click Add Content>>Employee. Then proceed to step 4 of this document.

The screenshot shows the 'My account' page for the user 'jah0645'. At the top left is the 'UNT DALLAS Directory' logo, and at the top right is a 'myUNT D' link with a user icon. Below the logo is a dark blue bar with 'My account' and 'Log out' links. The main content area shows 'My account → jah0645' and a large grey box with the text 'Click Here to find a profile. Do not go to "My Account"' and a gear icon. Below this is the large blue text 'JAH0645'. At the bottom is a navigation bar with links: 'View', 'Edit', 'Manage display', 'Shortcuts', and 'File browser'. A 'Back' link is in the bottom right corner.

3. Find your directory entry via the search box and then click on your name to view your profile page (example profile page below). Click the Edit tab below your name. (Note: You may not see all the tabs shown below)

The screenshot shows the UNT Dallas Directory profile page for James Agbodzakey. At the top, there is a search bar with the text "jah0645 | Logout" and a "myUNT D" logo. Below the search bar, there is a blue navigation bar with "My account" and "Log out" links. The main heading is "JAMES AGBODZAKEY" in large blue letters. Below the heading, there are tabs: "View", "Edit", "Manage display", "Revisions", and "Node export". To the right of the tabs is a "Back" link. On the left, there is a portrait photo of James Agbodzakey. To the right of the photo, the text reads: "Director / Associate Professor", "Department: SERCH / Public Leadership", "Office: Founders 323", "James.Agbodzakey@untdallas.edu", "972.338.1590", and "CV/Syllabi".

4. Edit any fields you need to from this view. The *Department* field with the box around it determines what directories you show up in. If you change this, it must be to one of the pre-populated categories with a (##) beside it. No other entry will have any effect on your directory placement.

The screenshot shows the "Department" field in the directory profile. The field is labeled "Department" and contains the text "SERCH / Public Leadership". To the right of the field is a "Search" button. Below the field, there is a table with the heading "DEPARTMENT". The table has two columns: a plus sign icon and a text field. The first row contains "School of Liberal Arts & Sciences (25)". The second row contains "Public Leadership (55)". The third row is empty. To the right of the table is a "Show row weights" link. Below the table, there is a note: "This is a sorting field and will not display. You must choose an auto-completed option (##) or the employee will not appear in that filtered directory view." Below the note is an "Add another item" button. At the bottom, there is an "Email" field with a red asterisk.

5. Important: You must scroll to the bottom and hit Save.

The screenshot shows the bottom of the directory profile form. It has a sidebar with three sections: "Comment settings" (Closed), "Authoring information" (By amm0831 on 2018-11-01 15:32:03 -0500), and "Publishing options" (Published). At the bottom, there are four buttons: "Save", "Preview", "View changes", and "Delete".