



Date: September 16, 2010  
To: Faculty and Staff  
Fr: Mona S. Rice, Director of Human Resources  
Re: Banner Web for Employees - Directory Information

As we start the new academic year, we will continue to use the Banner Web Directory in our “go-green effort”. The Banner web directory includes UC email addresses.

- If you are searching for a telephone extension only, please access the phone listing located on the Office of Human Resources webpage under Faculty and Staff. ([www.utica.edu/finance/hr](http://www.utica.edu/finance/hr).)
- As an employee of UC, you have the option of having personal information such as your home address, home phone number, and spouse or domestic partner listed in the Banner Web directory or not.

Please visit the Directory Profile in Banner Web to review and update your information. You may access by following these steps:

1. Sign in - the web may be accessed through the [www.utica.edu](http://www.utica.edu) home page. Scroll to Academics. Click on Banner Web Log-in, “Enter Secure Area”. Use your username and password to log in.
2. Select Personal Information.
3. Select Directory Profile.
4. Check the options you wish to have displayed (or not) in the UC directory.
5. Click submit changes. The information is refreshed and updated within 24 hours.
6. If you have a change of address, phone number or name change, contact the Office of Human Resources at 792-3276 or [aflynn@utica.edu](mailto:aflynn@utica.edu) to make that change.
7. Your selection or choices will be reflected in the directory Banner web.

Take advantage of this opportunity to visit these web pages and view your personal information.

- To access the Banner Web Directory, once you are logged into Banner Web for Employees, simply Click on **Employee**, then click on **Campus Directory**. You can either select **last name** or **department** to find the individual, which will display information including UC email addresses.

Please feel free to contact my office at 792-3276 if you have any questions. These instructions can also be found on the Office of Human Resources website for your convenience under Forms/Instructions – “Personal Information Forms/Instructions”.