

Memorandum

TO: WSU Schools, Colleges, and Divisions

FROM: *WSU Faculty and Staff Directory Editor*
C&IT Computing and Network Services

DATE: November 2, 2009

SUBJECT: **UPDATING THE 2010 WSU FACULTY & STAFF DIRECTORY (GREEN PAGES)**

C&IT Computing and Network Services is preparing the 2010 edition of the *WSU Faculty & Staff Directory*, and we need help in preparing the contents.

As multiple WSU management are receiving this memo, please make sure that someone in your school, college, division, or department is responsible for reviewing the information printed in the "Green Pages" at the back of this directory and for submitting updates as indicated below.

Our objective is to produce a useful and accurate printed directory for distribution in early January 2010. To accomplish this, all changes to Directory content need to be in our office by **Wed., November 25, 2009**.

Here's how to update your school, college, division, or department's directory information :

1. Review the information in the online **Green Pages** directory located on the University's online directory Website: Visit <http://www.wayne.edu> and click the "WSU Directories" button.
2. If the listing for (and cross references to) your unit are correct "as-is" then you need to do nothing.
3. If corrections, additions or deletions are needed to your listing(s) or cross references, send them **via e-mail** to: FSD_EDITOR@LISTS.WAYNE.EDU. **ALL E-MAIL CHANGE REQUESTS MUST BE RECEIVED BY NOVEMBER 25, 2009**. You can e-mail your changes from the Online Directory Website: click the "How To Update Department Listings" button on the left-hand side of the page and follow the instructions.

In your e-mail, please note *exactly* how you want the entry to print. Also, a contact phone number must be provided in your e-mail, so we can verify the changes are authorized. If a phone number is not provided, we cannot guarantee the change to your listing will be made.

In order to keep a complete record of all change requests (and who requested them), we need all directory change requests sent to us by e-mail. Paper (including photocopies of pages with handwritten corrections) cannot be accepted. We will acknowledge your e-mail, so you know it arrived and that changes were made in time for the printing.

FSD_Editor cannot make changes to the Directory WHITE PAGES.

***Each employee must do this individually through WSU Pipeline:
go to the Employee tab, click "View Personal Info",
then "Update Address(es) and Phone(s)".***

If you have questions . . .

Please feel free to contact the C&IT's Computing and Network Services Help Desk at (313) 577-1977. Our thanks in advance for helping us produce the most accurate (and cost effective) printed *WSU Faculty and Staff Directory* possible.