

Staff Directory Details

1.1 CHANGING YOUR PHONE DETAILS

The phone details that show in Staff Directory can be updated by Staff. This is done via **Staff Self Service**.

1. Go to theNest and click on **Staff Portal > Staff Self Service**
2. Login with your username and password
3. Click on **Phone Numbers** link



This will open a screen where you can edit and/or add Phone Numbers.

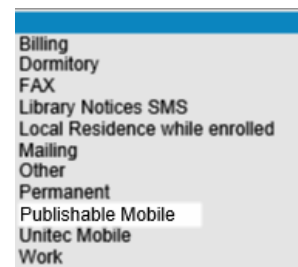
Important: The only numbers that can be published onto the Staff Directory are named **Staff** and **Publishable Mobile**

4. Click on **Add a Phone Number** button

This will create a new blank field

5. Click in the blank field and select a new phone type from the list displayed (e.g. **Publishable Mobile**)
6. Enter details and click **Save** button to save any changes.

Note: It can take 24 hours before the details are refreshed in the Staff Directory.



1.2 CHANGING LOCATION (IN STAFF DIRECTORY)

The Location that shows in Staff Directory can only be changed by Human Resources. If yours is incorrect or not showing, then send email to human.resources@unitec.ac.nz