

# TechNote

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## Updating you Freeman Directory Record - Staff

This document will outline the necessary steps to log in, access and update your Freeman Directory record. The information contained in the Freeman Directory supports the search function on the Contact page on the Freeman website.

Updating your information in the Freeman Directory is a two-step process. First you must access the Directory pages as a secured web resource and then you must login to the Directory update page to retrieve your Directory record from the database.

The following information will assist you in accessing all of the secured web resources including the Freeman Directory:

### 1. Accessing Secured Web Resources

There are several secured web resources available to Freeman students, faculty and staff including software license information, room reservations and the Freeman Directory. In order to access any of these resources you must know how to login to these secured pages.

When you point your browser to a secured web resource you will be prompted for your user name and password. You will type your Freeman network user name in the following format: **"freeman\username"**, followed by your network password, as shown in the following image:



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## 2. Updating Your Directory Record

Point your browser to <http://www.freeman.tulane.edu/directory/> and use the information provided above to login to the Directory pages.

After you have accessed the Directory you will retrieve your record by clicking the link ***Update Faculty/Staff Information***. You will then be prompted to enter your Tulane email address and a password. If you have never logged in to the Directory before you will have a temporary password established. This password is the beginning of your Tulane email address, excluding the @tulane.edu. For example: To access a directory record you would type [acarter@tulane.edu](mailto:acarter@tulane.edu) then for the password type ***acarter***. Once you have retrieved your record you can and should change your password using the very first field in the form.

The update form contains emergency contact information. This information is not displayed in the directory. The emergency information is only used by administration in the event of a disaster or emergency.

Once you complete the update form click the submit button and you will see a preview of your Directory record.

If you need further assistance please contact Alicia Gillentine ([alicia@tulane.edu](mailto:alicia@tulane.edu)) or Amanda LaBella ([alabella@tulane.edu](mailto:alabella@tulane.edu)).