

Campus Community,

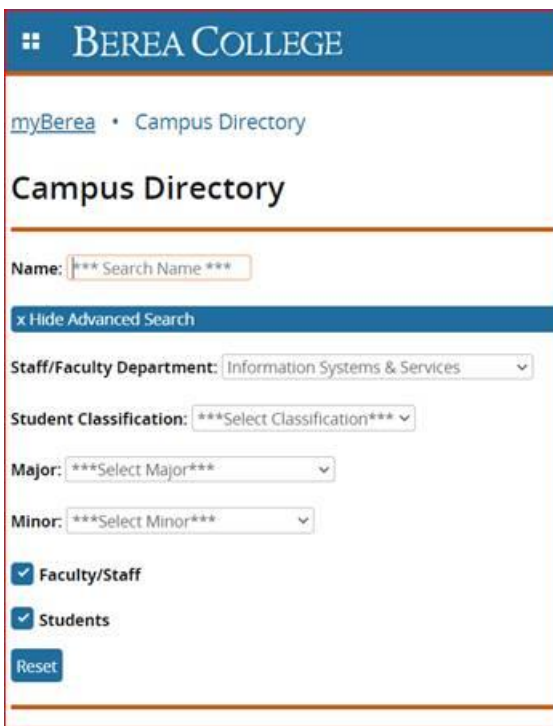
IS&S is excited to share that the new MyBerea online photo directory is live. The new directory replaces all existing directories available in MyBerea since this directory is located within the MyBerea portal, it is protected from search engine indexing. The information displayed in the directory is automatically updated every 12 hours.

Included –

- Employee name, title, dept, CPO, phone number, photo, and email address (the *image comes from the Public Safety ID system*)
- Student name, CPO, photo, and email address (the *image comes from the Public Safety ID system*)
- Search features (*staff/faculty department, student classification, major, minor*)

Employees who have questions about your title or department name, discuss the concern with your supervisor, then reach out to your HR partner. Changes to pre-approved titles or department names will need Divisional VP approval.

If you are missing a photo for the new directory, please email Public Safety at public_safety@berea.edu.



The screenshot shows the MyBerea Campus Directory search page. At the top, it says "BEREA COLLEGE" and "myBerea • Campus Directory". Below that is the title "Campus Directory". There is a search input field labeled "Name:" with the placeholder text "*** Search Name ***". Below the search field is a "Hide Advanced Search" button. The search criteria include: "Staff/Faculty Department:" with a dropdown menu showing "Information Systems & Services"; "Student Classification:" with a dropdown menu showing "***Select Classification***"; "Major:" with a dropdown menu showing "***Select Major***"; and "Minor:" with a dropdown menu showing "***Select Minor***". There are also two checkboxes: "Faculty/Staff" and "Students", both of which are checked. A "Reset" button is located at the bottom left of the search criteria section.

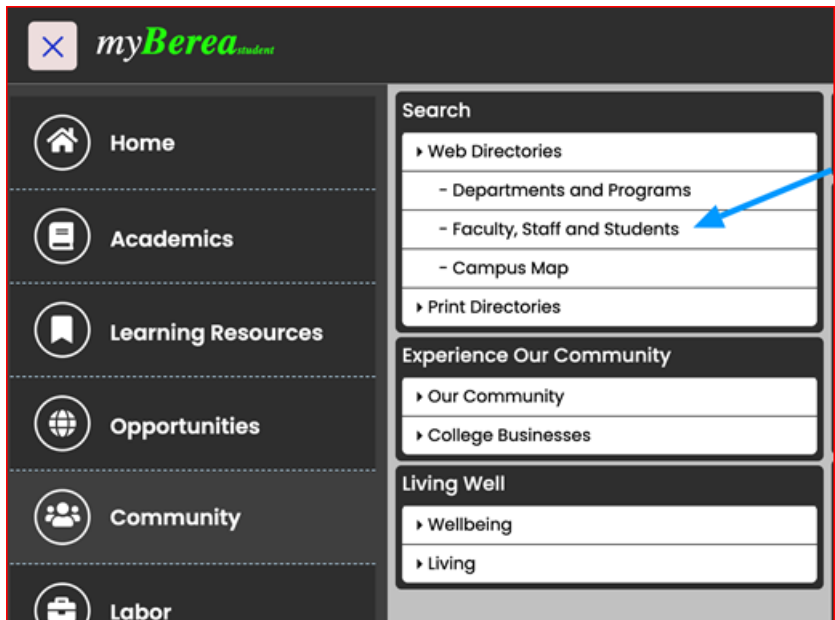
Directions to access the new directory within MyBerea Portal are below

Students

- Login to **MyBerea** > select **Community** Tab > select **Web Directories** > select **Faculty, Staff, and Students** link in the Search Box



-



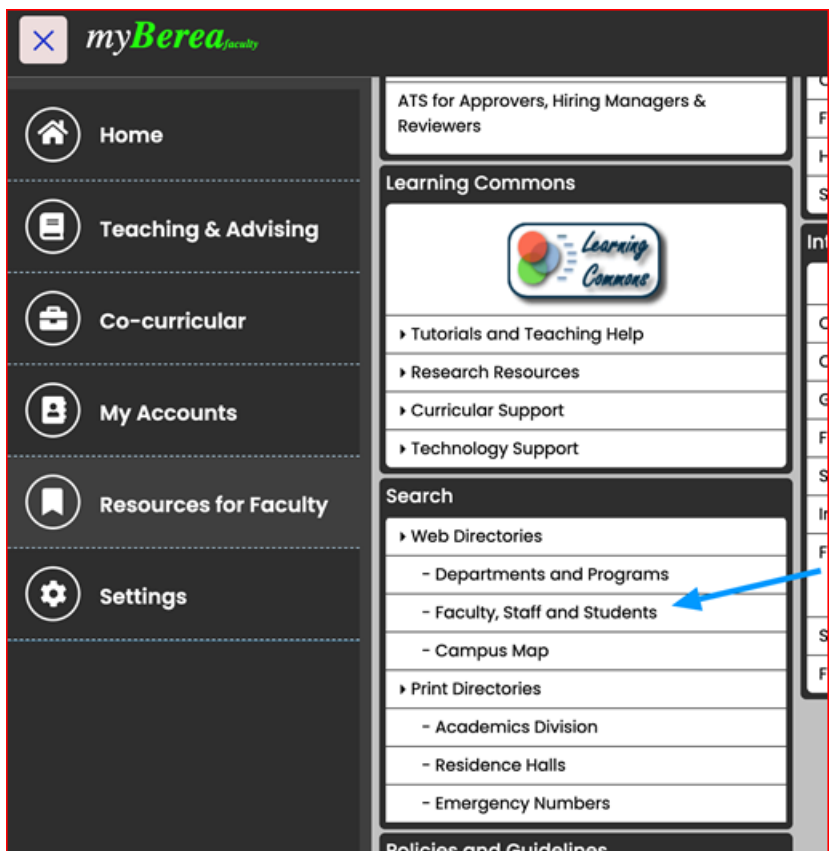
-

Faculty

- Login to **MyBerea** > select **Resources for Faculty** Tab > select **Web Directories** > select **Faculty, Staff, and Students** link in the Search Box



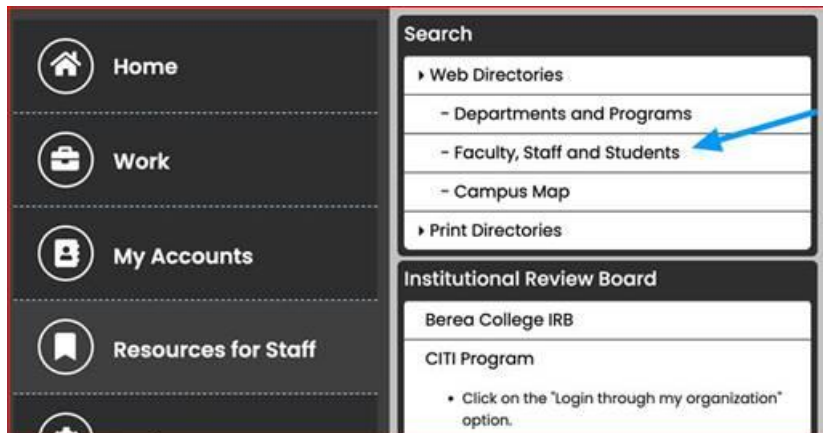
-



-

Staff

- Login to **MyBerea** > select **Resources for Staff** tab > select **Web Directories** > select **Faculty, Staff, and Students** link in the Search Box



Berea College Information Systems & Services Help Desk

Phone: (859) 985-3343 or 3343 from any campus phone

Email: help_desk@berea.edu

Helpdesk: help_desk@berea.edu | (859) 985-3343

Website: <https://www.berea.edu/iss/>

Helpdesk Appointment System: <http://www.berea.edu/iss/appointment>