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.

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