

# eCentre and My Phone Directory

## Transcript

- 0:00 eCentre at Charles Darwin University. eCentre and My Phone Directory.
- 0:05 This video shows you how to update the details in the CDU web phone directory.
- 0:11 You can find eCentre from the CDU home page.
- 0:15 Click on the "Staff" tab and drop down to "Staff computer account/eCentre"
- 0:21 Login to eCentre using your CDU username and password.
- 0:36 Click the "About Me" tab and then click on "My Phone Directory".
- 0:45 Here you have two things that you can edit. Your position title and your phone directory information.
- 0:52 The position title is the name of the position you were employed against.
- 0:56 If you were to change jobs at CDU you would be held against another position title.
- 1:01 In such a situation you would not change the position title.
- 1:05 However, if the position you were in was to have an additional role added to it and that role needs to be reflected in the positions title.
- 1:15 This is where you would change it. This happens rarely and it is unlikely you would ever change the position title.
- 1:23 What does change often is your contact information. Due to being moved or having to change phones etcetera.
- 1:31 When this happens you can update the information in the directory yourself.
- 1:37 Click on the "Edit Directory" link.
- 1:43 The edit directory form is made up of three areas.
- 1:49 The "Workflow Overview". The form itself containing all the details and the buttons at the bottom.
- 1:59 The information contained within the forms section are the details displayed the CDU web phone directory.
- 2:10 The red asterisks indicate items that must have a value in them.
- 2:13 To the right of the entries is information to help with filling in each one.
- 2:18 As an example suppose you may have moved location or your desk phone number has changed.
- 2:24 You would open this form and make the changes and then click submit.
- 2:30 When you click the submit button the form is validated for any errors and then forwarded to your supervisor for approval.
- 2:38 Your supervisor would get the work item to approve and once approved the directory will be updated.
- 2:50 Finish