How to Use the Staff Directory Publisher to Update School Staff Directory Lists

Introduction
Welcome to the Staff Directory Publisher. As your location’s Staff Directory Manager, you have access to the publisher, a web-browser-based tool that enables you to update your school’s information for the staff directory.

You’ll find the staff directory online at: http://www.montgomeryschoolsmd.org/directory/

The publisher enables schools to perform the following functions:

1. EDIT STAFF: Update an employee’s preferred first name, position title, department and order in the directory.
2. MOVE STAFF: Move staff members to the appropriate departments.
3. PICK UP STAFF: Add an existing MCPS staff member to your school.
4. EDIT DEPARTMENTS: Add or update department names, phone numbers and directory order.
5. EDIT SCHOOL: Update school principal, staff directory managers, address, phone numbers, website, and general information.
6. PRINT CENTER: Lists of MCPS employees in PDF format, and home phone numbers.

About the Data
The publisher database is populated with employee data from the MCPS HRIS system. The HRIS information, which forms the core of the database, is updated daily. Using the publisher, Staff Directory Managers can enhance this data, e.g. add a preferred first name. Staff Directory Managers cannot, however, make changes to employee data managed by the HRIS system. Data that cannot be changed includes but is not limited to information such as full name and home phone number. If you wish to make changes to employee information managed by HRIS, the changes must be submitted to HRIS.

How Your Staff Can Notify You of Changes
How does your staff notify you of a change in their information - their phone number for instance? Of course they can call or email you directly. But they can also inform you by going to the Update My Directory Info page in the online Staff Directory. All they need to do is fill out the form on the page and the form will send you an email with the changed information.
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page also has a link to MCPS Form 445 Change in Personal Information, which is used to change personal information in HRIS.

**Update My Directory Info**
http://www.montgomeryschoolsmd.org/directory/correction.aspx

**How to Get Help**
The MCPS Help Desk can help you if you have problems accessing or using the Staff Directory Publisher. Contact the Help Desk if you lose your User ID or Password, if you cannot log in, or if you have questions about the data or functions of the Staff Directory Publisher.

MCPS Help Desk
Phone: 301-517-5800
Email: Helpdesk@mcpsmd.org

You will also find documentation and tips throughout the Staff Directory Publisher.

**How to Access**
Open your web browser and go to the following URL:
http://apps.montgomeryschoolsmd.org/DirectoryPublisher/schoolsadmin/login.aspx

**MCPS Staff Directory Publisher - School**

![Login Screen](image)

Each school will receive a unique username and password that will enable designated Staff Directory Managers to access their school’s information. Remember to keep your username and password safe and secure.

**Menu**
After logging in, the user will see the Menu screen listing the options. All screens include the left menu with the editing options and a link to Logout.
**Edit Staff**

This function enables you to update an employee’s preferred first name, position title, department and order in the directory.

First, select an employee to edit by clicking on a name on the staff list provided. New employees may not show up immediately. They will appear when their records have been funneled through personnel. If an employee doesn’t show up after a few days, contact the Help Desk.

You can provide a preferred first name, preferred position description/title, and assign the staffer to a department. Department staff are listed alphabetically unless you put staff in hierarchical order. You can do this by putting a number in the box next to \textit{LIST ORDER IN DEPARTMENT} for a particular staffer. You would assign a “1” for the department chair, for instance. You need not order all department staff. Staff without a number assignment are listed alphabetically, after any staff with numbers assigned.

Remember, if other information needs to be updated, such as an employee’s last name, the changes must be submitted via HRIS using MCPS form 445-1, \textit{Change in Personal Information (PDF format)}.

A red message will appear above the Save button informing you that your changes have been made. Be sure to read such messages.

You can check your changes by clicking on the View Directory link on the left menu.
**Move Staff**

This function enables you to move staff members to the appropriate departments in your school. You can make these changes by individual or in groups.

The list includes all staff assigned to your school and their current department assignment. Select one staffer at a time or groups of staff from the list. Hold down the control key when selecting a name to select more than one person at a time. Then, use the pulldown menu to select the department you wish to move staff to and click on the button.

You can check your changes by clicking on the View Directory link on the left menu.

**Pick Up Staff**

This function enables you to add an existing MCPS staff member to your school.

You must know the person’s employee ID number to find the employee’s information.
Check the name which is displayed. If it is incorrect, you can search again by clicking the Search Again button and then entering a new ID. If it is correct, continue by clicking the Pick up this Employee button.

The Edit Employee screen for the employee you picked up will appear automatically. This screen will include an option to Display/Do Not Display and Display/Drop.

Display/Do Not Display appears when the employee holds several positions at your school. These positions will be listed. You can opt to list the employee multiple times, or select to display the employee in connection with only one position. You must list the employee for at least one position.

Display/Drop appears when the employee is temporary and not officially listed at your school. This option gives you the ability to choose whether to list the employee in your staff list.
**Edit Departments**

This function enables you to add or update your school’s department names, phone numbers and order in the directory.

All of your school’s current departments are listed in alphabetical order. You can edit the department’s name and phone number.

You may want to put the school’s departments in a certain order for listing in the Directory Style list. Use the boxes in the Order column to the right of each department’s listing. Use 1, 2, 3, etc. to rank the departments.

To add a department to the list, use the fields at the top of the screen.

To delete a department, click the box in the Delete column on the far right. Be sure that you wish to delete. When you delete a department, staff in that department will become unassigned. This means you will have to reassign them to another department. To assign the staff to another department, click the Move Staff link on the left menu.

When you complete your changes, click the Save Changes button.

You can review your changes by clicking on the View Directory link on the left menu.

**Edit School**

This function enables you to update school information such as the principal’s name, staff directory manager name(s), phone numbers, website, and general information. Information on this page will likely be published on the public website, so be sure it is accurate and spelled correctly.
The first three fields in the screen allow you to change the principal assigned to the school or the phone directory manager(s) by simply entering an employee ID number. We recommend that, after entering an employee ID, you can click on the VERIFY THIS ID button. You will immediately see the name and email address associated with that employee ID. If the name is incorrect perhaps you have entered the wrong employee ID. You may click on the RESET TO ORIGINAL VALUE button, which will restore the name, email address and employee ID on file since the last time you saved. You may also try a different employee ID.

When you complete the changes, click on Update School Information.