

Directory Listings SOP

Directory information for employees on the webpage are managed by the employee and can be accessed and updated following the below steps.


1. Go to <https://sol.natsci.colostate.edu/directory/admin/>
2. Login with your NetID (eID)
3. Search for your name
4. Click "Edit"

<input type="checkbox"/>	Action	Name	Title
		<input type="text" value="taverner"/>	
<input type="checkbox"/>	Edit	Taverner, Meagan	Execu

5. Update your information
 - a. *Some items are blocked from editing because they are part of CSU's directory/HR system*

People > Taverner, Meagan

Photo



Preferred First Name Last Name

Position Title

Email

Office

Website (URL)

Google Scholar Profile (URL)

6. Once your information is updated, scroll to the bottom and click "Save Information"

If you're unable to login to update your website listing or have any questions, please contact Elizabeth Saunders at Elizabeth.saunders@colostate.edu