

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://cnsdrake.natsci.colostate.edu/directory>
2. Login with your NetID (eID)
3. Search for your name in top left corner

Search: ✕

4. Click the blue hyperlink number to the left

Full Roster

Filter by Department: ▼

Show only Active:

# ▲	Name	Title
1544	Elizabeth Saunders	Communications, Events and Facilities Coordinator

5. Update your information

a. *Some items may be blocked from editing because they are part of CSU's directory/HR system*

CSU System Information

CSUID	<input type="text" value="836410604"/>
NetID	<input type="text" value="esaunder"/>
Preferred First Name	<input type="text" value="Elizabeth"/>
Last Name	<input type="text" value="Saunders"/>
Email	<input type="text" value="Elizabeth.Saunders@colostate.edu"/>
Phone	<input type="text" value="9704918804"/>
Office	<input type="text" value="111J"/>
Title	<input type="text" value="Admin Assistant II"/>

CNS Directory Information

Active

Title	<input type="text" value="Communications, Events and Facilities Coordinator"/>
Education	<input type="text"/>
	<input type="text" value="Line 2"/>
	<input type="text" value="Line 3"/>
	<input type="text" value="Line 4"/>

Website

Google Scholar

CV (URL)


Brief Bio

Full Bio

Save/Update

Directory Photo

Current Photo



Full URL <https://cnsdrake.natsci.colostate.edu/directory/assets/img/default.png>

Save/Update

Replace/Upload Photo

Choose File No file chosen

Save/Update

6. Affiliations are handled by the CEF and should remain unchanged.
 - a. *Please do not select different categories as you may disappear entirely*
 - b. *If you feel your affiliation needs to change please contact **Elizabeth Saunders***

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

Save/Update

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