

## General

### How do I change my information in the directory (Faculty/Staff)?

1. The Department Representative (Operations Manager, Administrative Assistant, etc.) sends an email to [Telecom@fit.edu](mailto:Telecom@fit.edu) and provides the details of any additions, deletions, or changes, with a cc to their Department Head.
2. Telecom staff members will forward the email to HR with their approval, adding telephone extensions (if new and not already provided).
3. HR will check name spelling and official title, and when approved will key into the directory.

Unique solution ID: #1243

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