

Directory Profile Instructions

Add a new person

- To add a new person, send a request to ccom-apr@uiowa.edu with the following information:
 - First and last name
 - HawkID
 - Department
 - Division, where applicable
 - Credentials
 - Title

Profile Photo

- To add a photo, submit a request with the photo attached at <https://hc-vbugtracker.healthcare.uiowa.edu/issues/new>

Changes to Appointments

- To add/update any of the following items for a faculty member send a request to ccom-apr@uiowa.edu
 - College
 - Department
 - Division
 - Position Type
 - Position description (Title)

Removing people from Directory Profiles

- To remove a person from a directory (e.g., they leave UI), send a request to ccom-apr@uiowa.edu with the person's name and the date they left/are leaving