

CAMERON UNIVERSITY
MODIFICATIONS TO FACULTY AND STAFF CAMPUS DIRECTORY

(Submit This Form to the Human Resources Department)

Form M2 is to be used throughout the year to submit additions, changes, or deletions to the employee directory information shown below. If you have changes, complete the bottom portion of this form and return to the Human Resources office, Administration Building Room 121 or email to hr@cameron.edu.

IMPORTANT: Required fields for the printed directory are: Name, Office Address, E-mail, Employee Department, Office Telephone. If any of those fields are not completed in your directory profile, you must submit this form with the information completed below in order for the printed employee directory to be correct.

How do I access my directory profile? To view your directory information go to: Aggie Access, click on the Employee Tab, then find the My Employment Info channel and click on Personal Directory Profile. (see example below)

The image shows three numbered steps for navigating to the directory profile:

- 1.** The AggieAccess homepage. The 'Employee' tab is highlighted in the navigation bar.
- 2.** The 'My Employment Info' menu. The 'Personal Directory Profile' option is selected.
- 3.** The 'Directory Profile' page. The 'E-mail' field is highlighted, and the 'Submit Changes' button is visible at the bottom.

The only items printed in the employee directory are: Name, Office Address, E-mail, Employee Department, and Office Telephone. Once this information is entered into the system, you can go back to the Directory Profile screen and elect if you want to share personal information through the online directory by clicking on the box under display in directory. By checking this box, it will only appear in the online version.

Cameron University ID #:	
Name: (First, Middle Initial, Last Name)	
Permanent Address: (all official Cameron mail will be sent to this address)	
Permanent Telephone: (home telephone)	
Office Address: (Official Bldg Abbreviation, Room number, City, State, Zip)	
Office Telephone: (insert extension you want listed)	
Employee Department:	
Employee Position Title:	
Email:	