

Manage your Department Profile



Business Process Guide

for

ASU Department Employees

who are Directory Admins or Editors

Spring 2015



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Overview

ASU is making it easy to for staff, faculty and students to find each other in the ASU network. Using the iSearch technology:

- *Students* will have an easier time finding staff and faculty associated with a department.
- *Staff* will have an easier time maintaining their department's profile, include who belongs and what is listed about the department.
- *Faculty* will be able to update their profile quickly
- *Everyone* will be able identify a proxy that can update their profile, if desired.

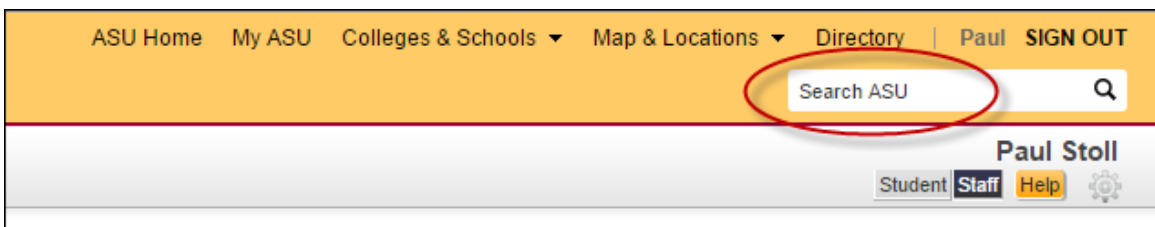
Who are the players?

The iSearch system allows department staff to directly update their department profile, making it easier than ever to display correct information all of the time. Here are the different roles that a department employee can have.

- Directory Admin –
 - maintains the list of faculty and staff who are affiliated with the department
 - assigns roles to other employees to help maintain the profile
 - creates sub departments to better describe the organization
 - can update the department description
- Department Editor
 - updates the department description, including URL, picture and description
- Department Proxy
 - updates the personal profile for anyone affiliated with the department
- Department Manager
 - used to identify the manager for each department or sub department

What does it look like?

The iSearch system is easy to reach. Search for a department or person using the search field in the header of any ASU webpage or go to <https://isearch.asu.edu>.



Once there, you can view the department profile or view the people affiliated with the department. This graphic shows what the department profile can look like.



ASU ARIZONA STATE UNIVERSITY

ASU Home My ASU Colleges & Schools Map & Locations Directory Paul SIGN OUT

Search

News/Events Academics Research Athletics Alumni Giving President About ASU

All People Departments

Search

View Edit

Dept Hierarchy

- Arizona State University
 - University Technology Office
 - ASU Advanced Computing Center
 - Cheesecake Factory
 - Connections
 - IT Service Management
 - Next Generation Cyber Capabil

ASU Department

University Technology Office

HR Dept CodeU0101
CPCOM, USB, ECA, CNTR
<http://uto.asu.edu>

Mail Code0101
Department KeywordsUTO, technology, Drupal, Java, support, MyASU, Web Hosting, Web
Find People in this Department

Feedback

Each person also has a profile, like this one shown here.


ASU ARIZONA STATE UNIVERSITY

ASU Home My ASU Colleges & Schools Map & Locations Directory Paul SIGN OUT

Search

News/Events Academics Research Athletics Alumni Giving President About ASU

Kati Weingartner

 Kati.Weingartner@asu.edu (480) 727-1113 UTO ASU Polytechnic campus5988 S. Backus Mall MC1480

Dir Information Technology, Po

Title: Dir Information Technology, Po , Dept: UTO at Polytechnic Campus , Employee Type: University Staff , Campus: POLY , Mailcode: 1480

Bio Research Teaching Public Work

Bio

Kati Weingartner joined ASU in 1980 as a graduate student in Computer Science and just never left. She is responsible for many areas of the campus computing environment at ASU Polytechnic, including mediated classroom support, student computing,

The MyASU profiles page will still exist, pulling data from the same sources as iSearch. Click on the "Update profile" button or any link to edit that data at its source.

ASU ARIZONA STATE UNIVERSITY

ASU Home My ASU Colleges & Schools Map & Locations Directory Paul SIGN OUT

Search ASU

My ASU Home Resources Service Teaching Profile

Paul Stoll
WIF View As Student Staff Help

Directory Information

Some of this information will appear in your ASU Directory profile.

Title: Manager
Department: UTO Training
Affiliation: University Staff
Location: CPCOM - 202C mail stop 0101
Mail Code: 0101
Phone: (480)415-4562
Email: Paul.Stoll@asu.edu

Biography: Update

I came to ASU in 2006, leaving a 13 year career at Intel in corporate training, drawn to the challenge of implementing a new data system into a large, complex organization. I've been happily living in the valley for 25 years now with my wife and 4 kids. My eldest son attends NAU, my eldest daughter U of A, and my two "little ones" spend their day in high school.

Research Interests: Update

You haven't submitted research interests yet.

Curriculum Vitae / Resume: Update

Not uploaded.

Contact Details

Work Address:
CPCOM - 202C mail stop 0101
TEMPE AZ 85287-0101

Home Address:

Local Address:

Mail Address:

Phone Numbers:
Home: 480
Work: 480/
Local: 480

Public Email:
Paul.Stoll@asu.edu

Emergency & Alert Preferences

Emergency Contact:

ASU Alerts and Advisories:
asu alert Update Preferences

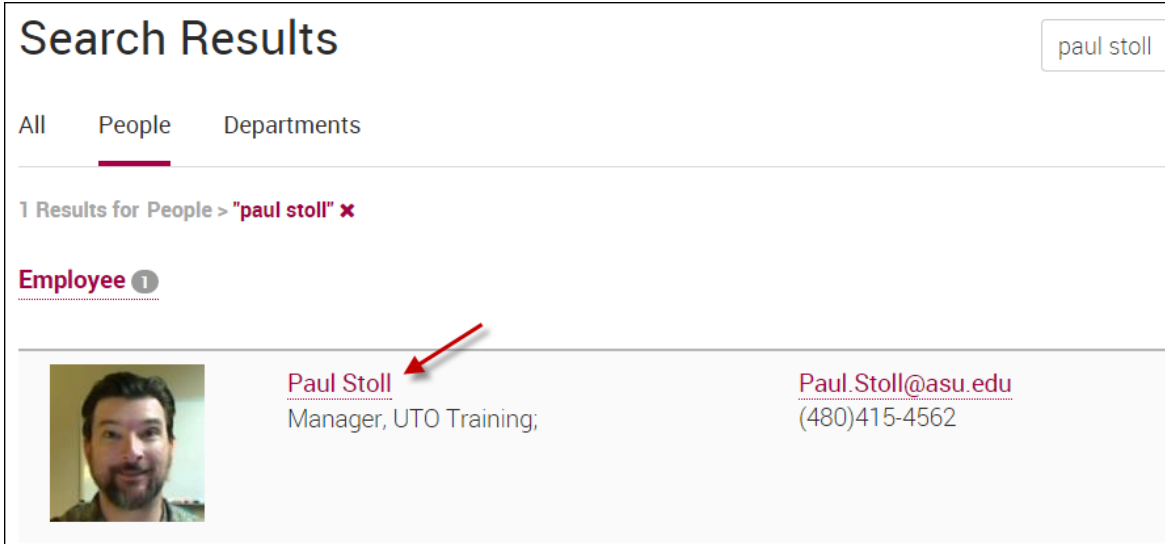
Password Reset Contacts:
Add/Maintain Password Reset Contacts

Procedures:

The rest of this guide lists common actions done in iSearch.

Edit your personal profile (everyone)

- 1) Access your profile in the isearch system. <https://isearch.asu.edu>
- 2) Click on "People"
- 3) Search for your name.
- 4) Your profile will be listed in the search results. Click on your name.




Search Results paul stoll

All People Departments

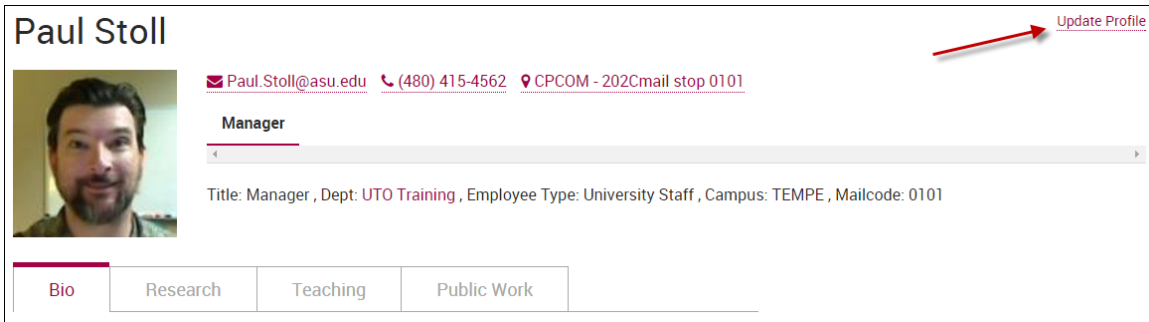
1 Results for People > "paul stoll" ✕

Employee 1


	<u>Paul Stoll</u> Manager, UTO Training;	<u>Paul.Stoll@asu.edu</u> (480)415-4562
--	---	--

A red arrow points to the name "Paul Stoll" in the search results.

- 5) In the upper right corner, click on "update profile"



Paul Stoll Update Profile


 ✉ Paul.Stoll@asu.edu ☎ (480) 415-4562 📍 CPCOM - 202Cmail stop 0101

Manager

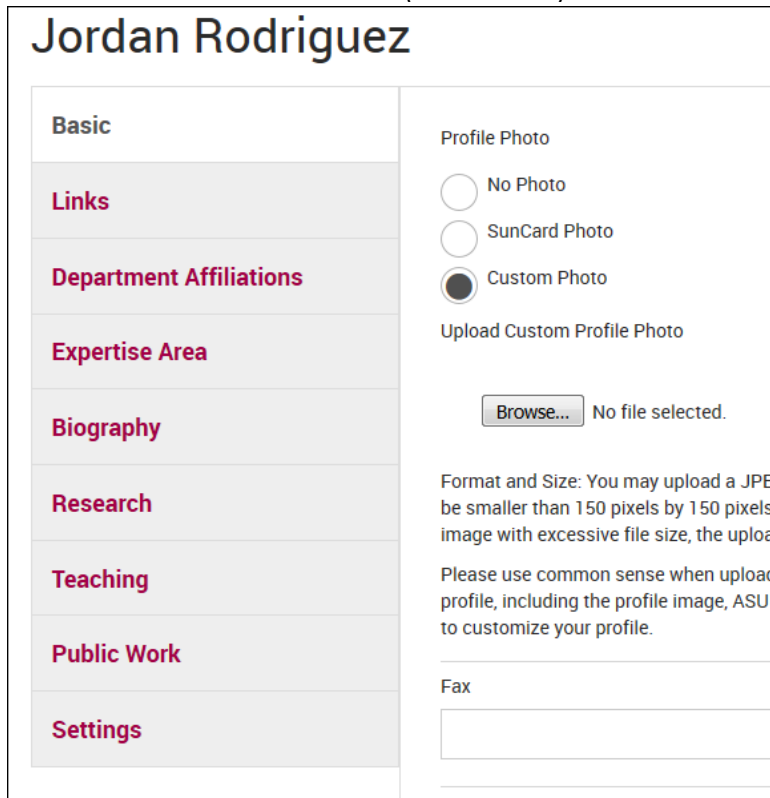
Title: Manager , Dept: **UTO Training** , Employee Type: University Staff , Campus: TEMPE , Mailcode: 0101

Bio | Research | Teaching | Public Work

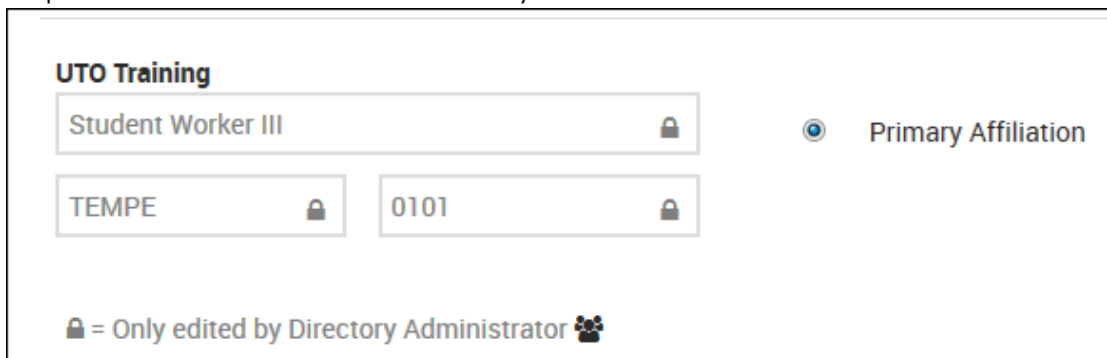
A red arrow points to the "Update Profile" link in the top right corner.

6) Use the links on the left to update the information about your profile.

NOTE: You must click "Save" when you finish editing your profile. You do not have to click "Save" between each tab (on the left)



- a. **Basic:** Update photo, fax, email, phone, location.
- b. **Links:** Include your links to social media
- c. **Department Affiliations:** You cannot change these yourself and must contact your department admin to edit these for you.



- d. **Expertise area:** Select from the pull down list. Use either the navigation icon to the left of the field or the "show row weights" to put the list in the order you desire. Blank rows are

ignored.



Expertise Areas

+ -AME/Dance

+ -Computation and Digital Media

Show row weights

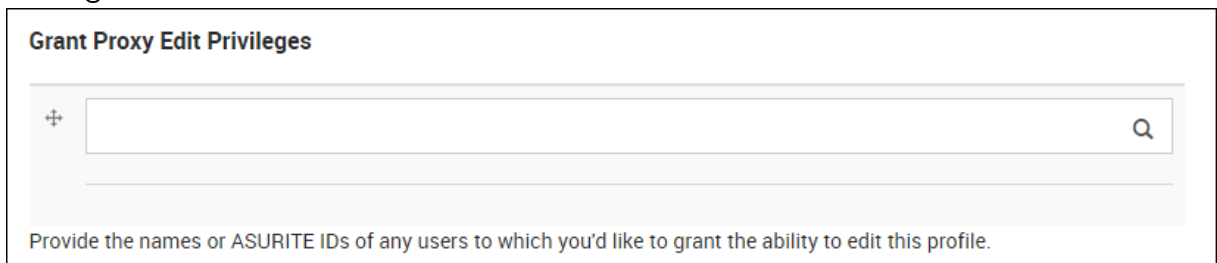
- e. **Biography, Teaching, Research, and Public Work:** These are all html-based fields.



Honors / Awards

B I [Clipboard] [Undo] [Redo] [Find] [Link] [List] [Table] [Image] [Source] [Fullscreen]

- f. **Settings:** If you wish to allow someone else to update your profile, you can do so in the Settings Area.



Grant Proxy Edit Privileges

+ [Search Bar] [Search Icon]

Provide the names or ASURITE IDs of any users to which you'd like to grant the ability to edit this profile.

Edit someone else's personal profile (proxy)

If you have been granted proxy access by an individual, or have been given proxy access by a directory admin, follow the instructions above to edit the profile of the selected person.

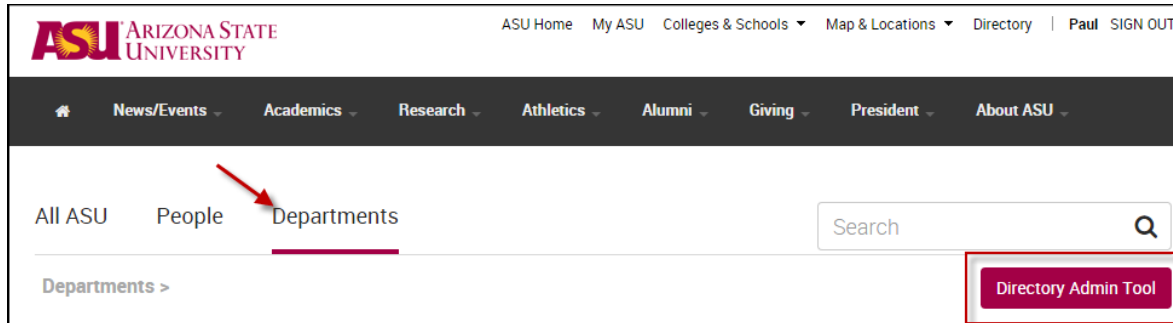


Gain access to maintain your department profile

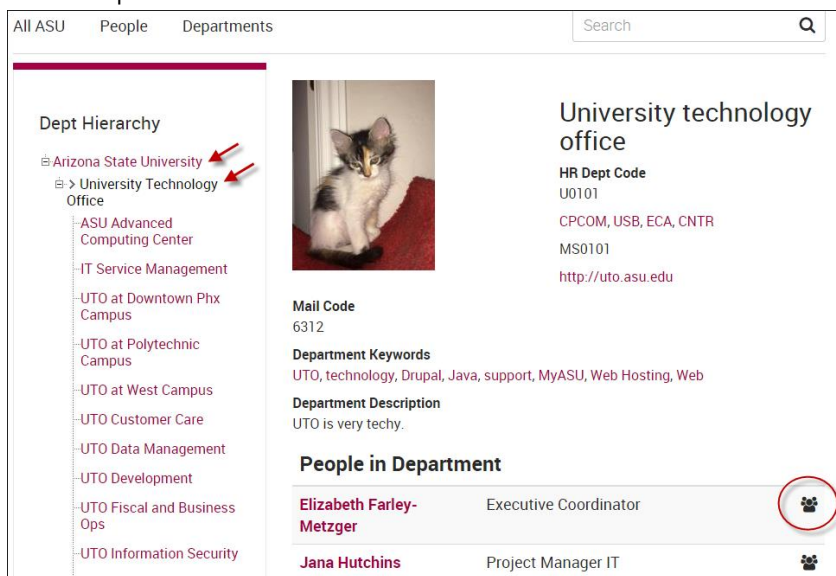
Directory admins control who has access to maintain their department profiles.

If you are seeking admin, editor or proxy access to your department, you need to find the directory admin for your department or a department above yours. Follow these steps:

- 1) Go to <https://isearch.asu.edu>
- 2) Click on "Departments"
- 3) If you have directory admin access, you will see the "Directory Admin Tool" button.



- 4) If you don't have access, find your department in the hierarchy. Look for someone that is listed as a directory admin. You will see an icon next to their name. They can grant access for their department and all attached sub-units.



- 5) If no one is listed as a directory admin, submit a request at my.asu.
 - a. Log in to my.asu.edu
 - b. Click on the "Service" tab
 - c. Click on "Submit a request"
 - d. Search for "iSearch"
 - e. Click on "iSearch Directory Admin Tool Access"
 - f. Fill in the form
 - g. Click on "order now"

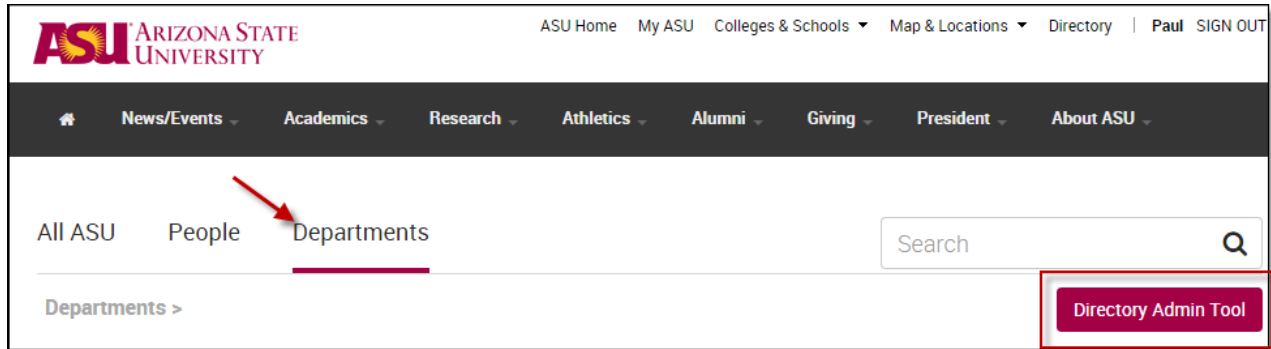


Manage access to your department profile (admin)

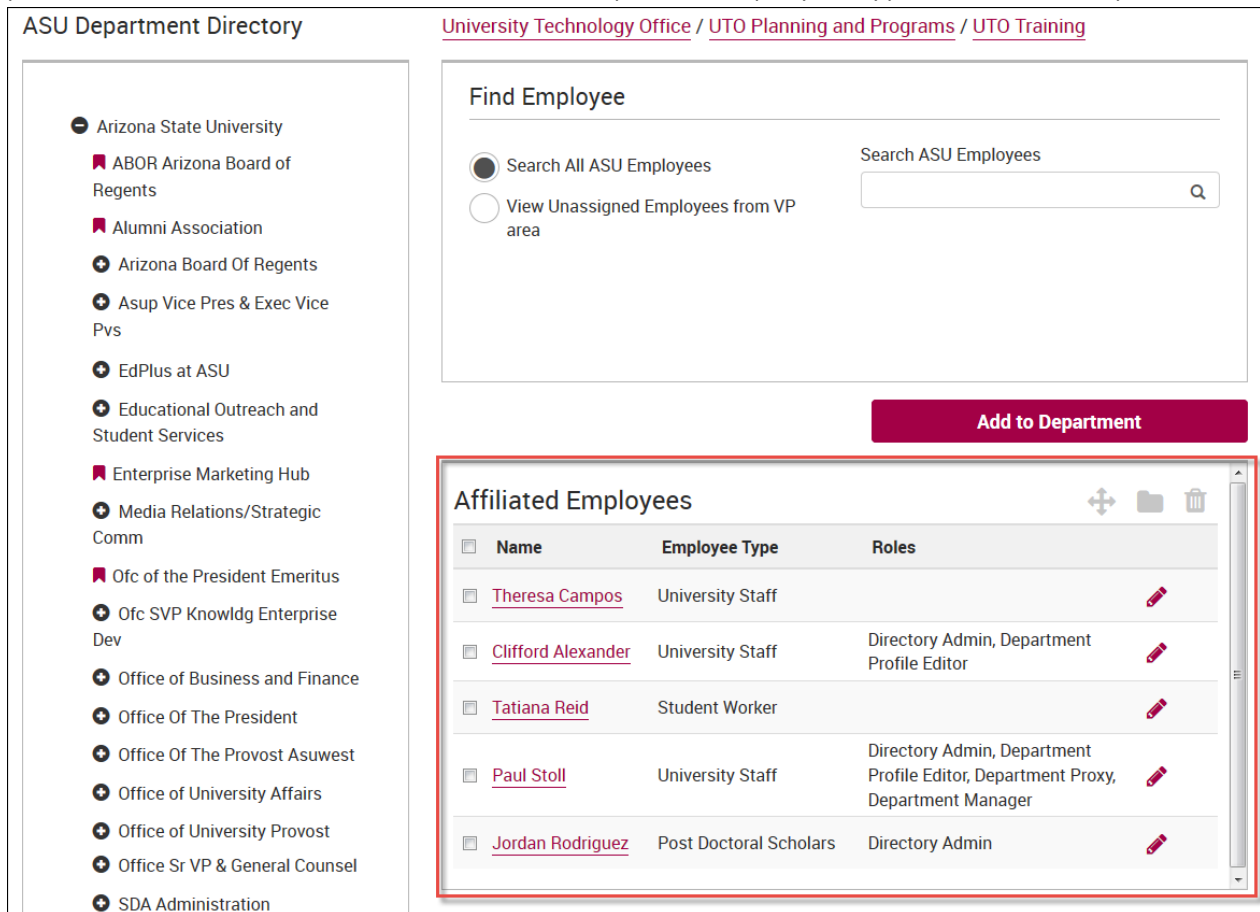
This task is done by the directory admin.

You can also update people's Mail Code, Title, Campus and Employee type. Follow these steps:

- 1) Go to <https://isearch.asu.edu>
- 2) Click on "Departments". If you are the directory admin, you will see the "Directory Admin Tool" button. Click on the button to be taken to your department.



- 3) The people affiliated with your department will be listed in the lower right corner. To change a person's access, their mail code, title, campus or employee type, click on the pencil icon.





- 4) A new screen will appear. Select one or more roles for this person. Update their Campus, Title, Mailcode and Employee type, as desired. Click "Save".

Edit employee affiliation

Jordan Rodriguez

Employee Roles

Check to attach special privileges to this affiliation. [Learn more...](#)

☒ Directory Admin

☐ Department Proxy

☐ Department Profile Editor

Affiliation Information

Please provide details related to this affiliation.

Campus

TEMPE

Title

Student Worker III

Working Title : Student Worker III ↕

Mailcode

0101

Employee Type

Post Doctoral Scholars

☐ Hide affiliation from display 🔗

Save

Cancel

Directory Admin – can assign roles, and choose who is affiliated in each department and sub-department and update the description.

Department Proxy – can update the personal profiles of anyone affiliated with a department.

Department Editor – can update the department profile description.

If you change a person's **Employee Type** another row may appear titled **Faculty Title**. Make sure to fill this field out as well before saving.

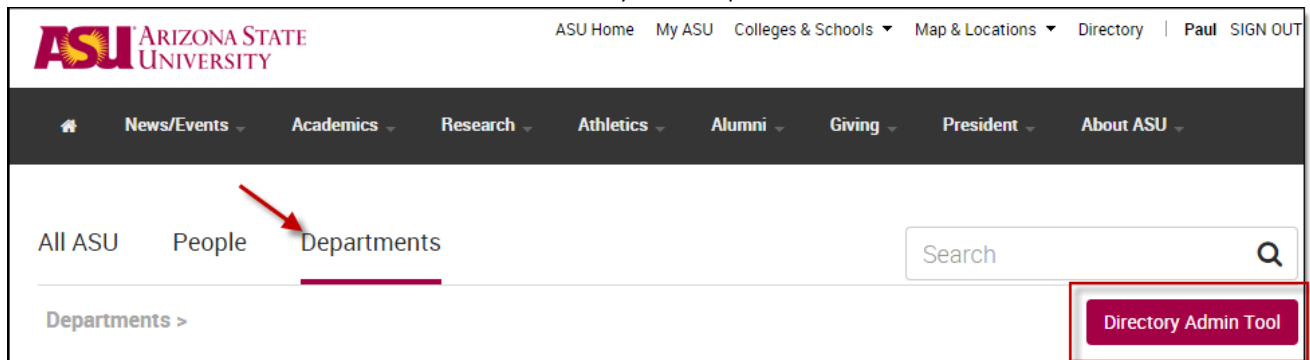


Manage who is listed in your department (admin)

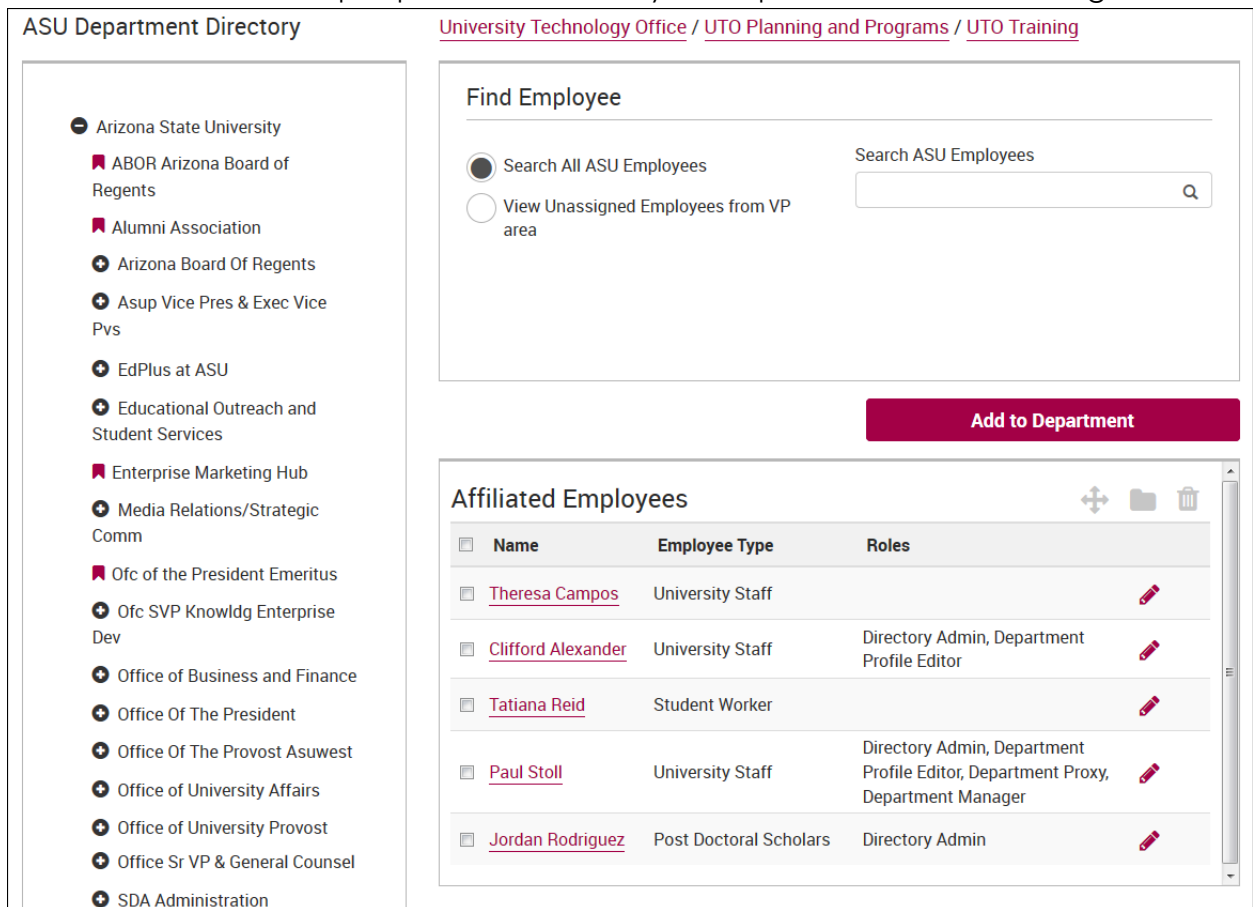
This is done by the directory admin.

You can add, move and delete people. Here's how:

- 1) Go to <https://isearch.asu.edu>
- 2) Click on "Departments". If you are a directory admin, you will see the "Directory Admin Tool" button. Click on the button to be taken to your department.



- 3) You will see a list of the people affiliated with your department in the lower right corner.





Add a person to your Department

To add a person, you can search all employees or view unassigned employees.

- a. To find someone in all of ASU, type their name, email or ASURITE ID into the search field. The field will search automatically and give you a link for the desired person.

Find Employee

☒ Search All ASU Employees Search by first name, last name, email or ASURITE ID.

☐ View Unassigned Employees from VP area

Search ASU Employees

jason striker

jstrike : Jason Striker

- b. The link will turn into the person's ASURITE ID. Click on "Add to Department"

Find Employee

☒ Search All ASU Employees Search by first name, last name, email or ASURITE ID.

☐ View Unassigned Employees from VP area

Search ASU Employees

jstrike

Add to Department

- c. People from the HR PeopleSoft database that are not affiliated with a specific department, but are listed in the top-most area can be quickly viewed and assigned.

Click on “View Unassigned Employees from VP area”.

Find Employee

☐ Search All ASU Employees

☒ View Unassigned Employees from VP area

Unassigned Employees

Marius Acsinte [Marius.Acsinte@asu.edu]
Shrirang Adgaonkar [Shrirang.Adgaonkar@asu.ed
Ahmed Ahmed [Ahmed.D.Ahmed@asu.edu]
Apollonia Akabay [Apollonia.Akabay@asu.edu]
Clifford Alexander [Cliff.Alexander@asu.edu]

Add to Department

- d. A list of employees will display. Click on an employee and then on “Add to Department”. Repeat for all employees to be added to your department.

Find Employee

☐ Search All ASU Employees

☒ View Unassigned Employees from VP area

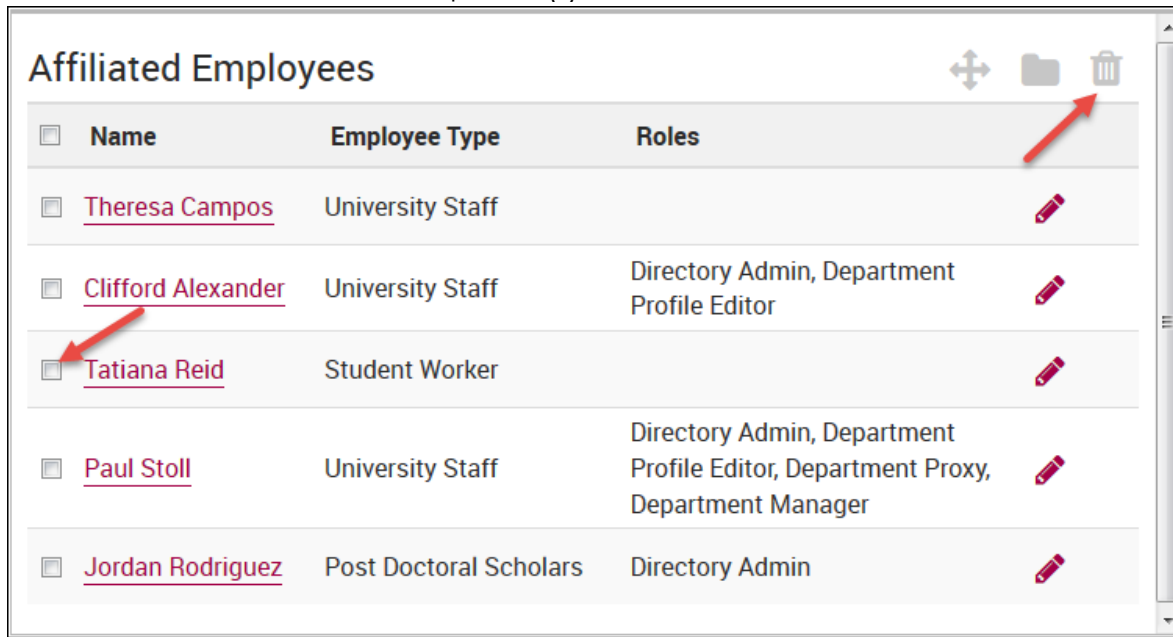
Unassigned Employees

Marius Acsinte [Marius.Acsinte@asu.edu]
Shrirang Adgaonkar [Shrirang.Adgaonkar@asu.ed
Ahmed Ahmed [Ahmed.D.Ahmed@asu.edu]
Apollonia Akabay [Apollonia.Akabay@asu.edu]
Clifford Alexander [Cliff.Alexander@asu.edu]

Add to Department

Delete people from your department

- 1) To delete a person from your department, go to the list of affiliated employees, click the checkmark next to the desired person(s) and click the trashcan icon.



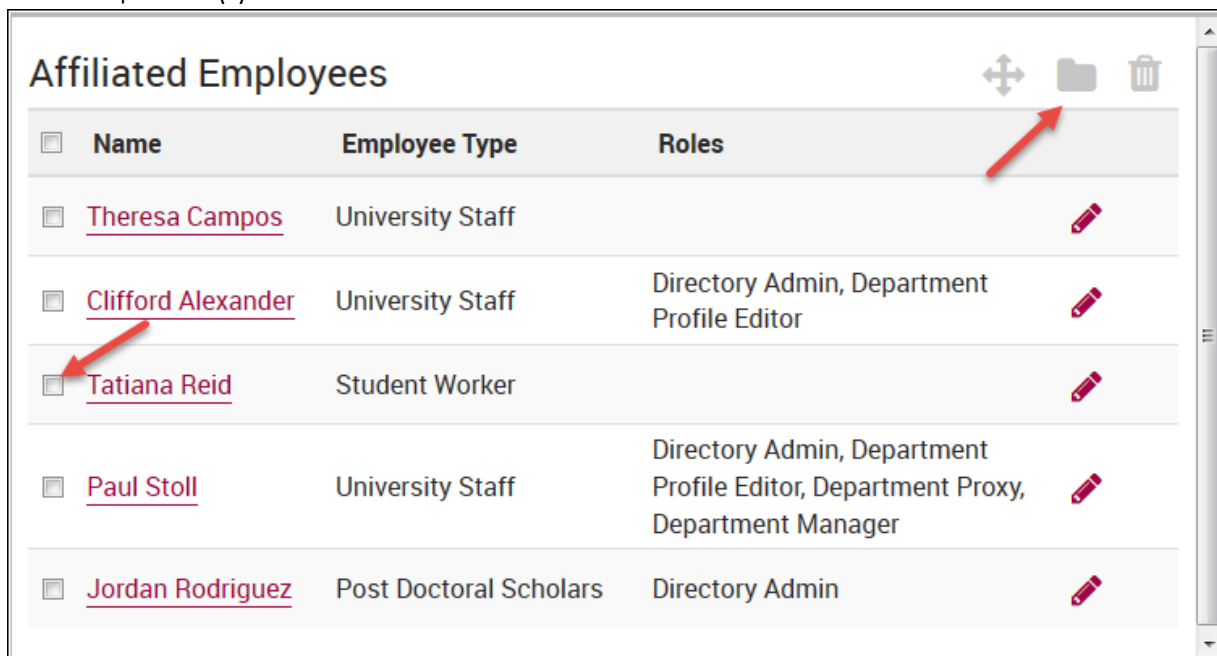
The screenshot shows a window titled "Affiliated Employees" with a table of employees. In the top right corner, there are three icons: a crosshair, a folder, and a trashcan. A red arrow points to the trashcan icon. Another red arrow points to the checkbox next to "Tatiana Reid".

<input type="checkbox"/>	Name	Employee Type	Roles	
<input type="checkbox"/>	Theresa Campos	University Staff		
<input type="checkbox"/>	Clifford Alexander	University Staff	Directory Admin, Department Profile Editor	
<input type="checkbox"/>	Tatiana Reid	Student Worker		
<input type="checkbox"/>	Paul Stoll	University Staff	Directory Admin, Department Profile Editor, Department Proxy, Department Manager	
<input type="checkbox"/>	Jordan Rodriguez	Post Doctoral Scholars	Directory Admin	

NOTE: This does NOT change the employee's HR PeopleSoft status or employment status.

Move people to a different department that you control

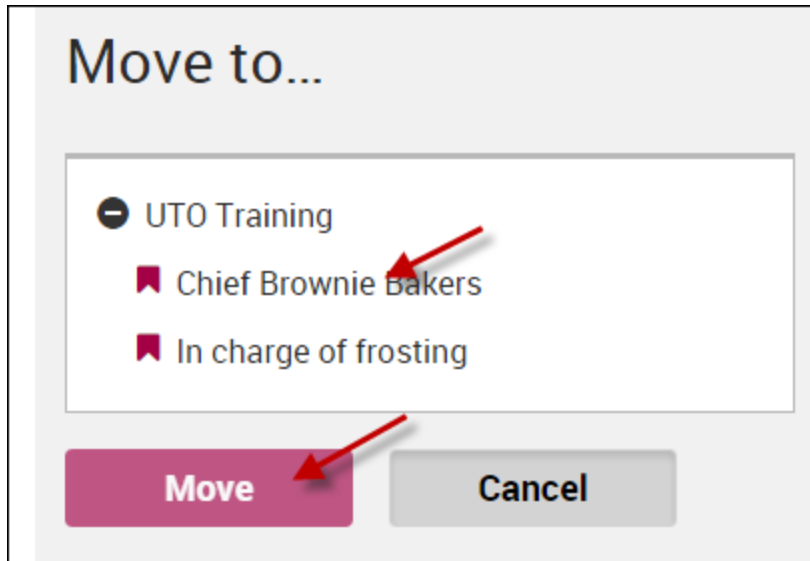
- 1) To move a person, go to the list of affiliated employees, click the checkmark next to the desired person(s) and click the folder icon.



The screenshot shows a window titled "Affiliated Employees" with a table of employees. In the top right corner, there are three icons: a crosshair, a folder, and a trashcan. A red arrow points to the folder icon. Another red arrow points to the checkbox next to "Tatiana Reid".

<input type="checkbox"/>	Name	Employee Type	Roles	
<input type="checkbox"/>	Theresa Campos	University Staff		
<input type="checkbox"/>	Clifford Alexander	University Staff	Directory Admin, Department Profile Editor	
<input type="checkbox"/>	Tatiana Reid	Student Worker		
<input type="checkbox"/>	Paul Stoll	University Staff	Directory Admin, Department Profile Editor, Department Proxy, Department Manager	
<input type="checkbox"/>	Jordan Rodriguez	Post Doctoral Scholars	Directory Admin	

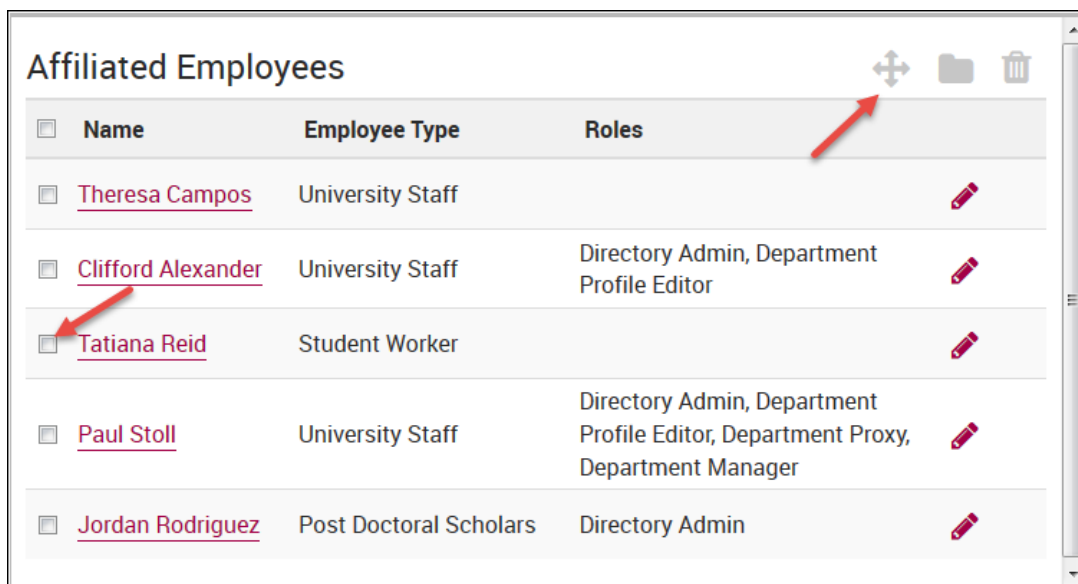
- 2) You will see a list of the departments you have admin access to. Click on the new department and then on "Move".



NOTE: This does NOT change the employee's HR PeopleSoft status or employment status.

Reorder the people in your department

- 1) To change the order of your department, go to the list of affiliated employees, and click the Reorder Affiliates button.



- 2) You will then be able to change the order of the employees in your department by clicking and dragging the arrow icons to the left.

Name	Title	ASURITE
Theresa Campos	Customer Svc Spec - Financial Aid	tcampos
Clifford Alexander	Tech Support Analyst, Directory Admin	calexan7
Tatiana Reid	Student Worker III	ttreid
Paul Stoll	Manager, DirectoryAdmin	pstoll
Jordan Rodriguez	Student Worker III	jarodr24

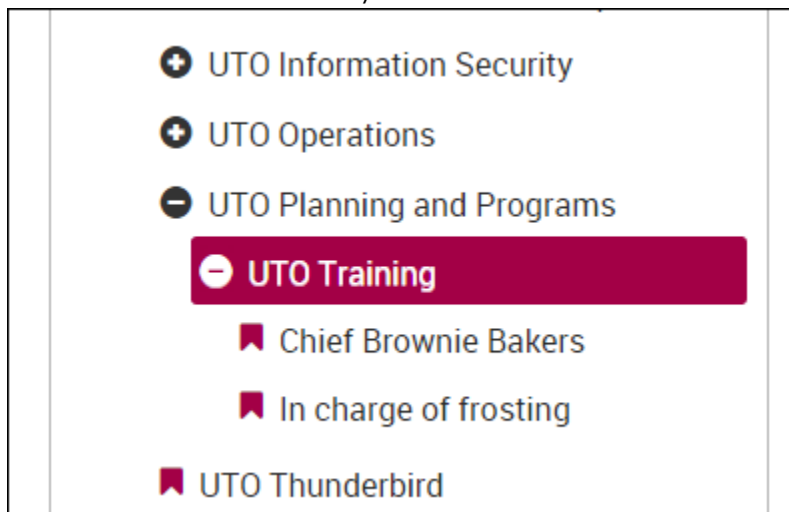
Save Changes

- 3) Once you have reordered the people as you wished, click Save Changes.

Create a sub department (admin)

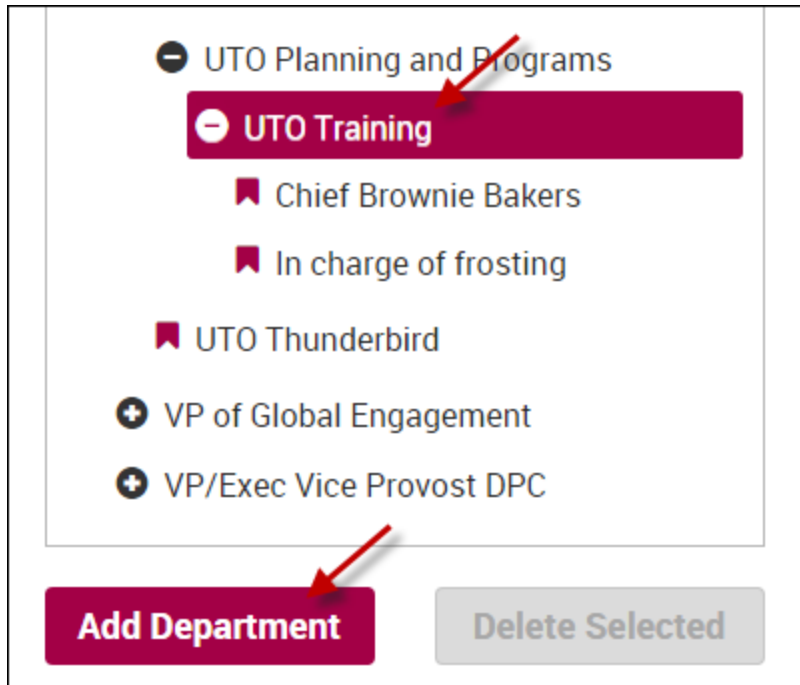
You can better define your department by adding sub-departments. Here's how:

- 1) Navigate to <https://isearch.asu.edu>
- 2) Click on "Departments"
- 3) Click on the "Department manager Tool"
- 4) In the department hierarchy, you will be shown the top-most department that you have admin access to. NOTE: you have admin access to all sub-departments of this department.



In this example, you have admin rights to UTO training, Chief Brownie Bakers and In Charge of Frosting.

- 5) Click on the department (or sub-department) for which you want to create a sub-department and click the "Add Department" button at the bottom of the page.



Example: Clicking the items above will create a sub-department under UTO Training.

6) Fill in all of the requested data. A few tips:

a. Names:

- i. Department name: required
 - ii. Long display name: This will use your official HR department data if you don't type in a name.
 - iii. Short Display Name: This will show in the iSearch hierarchy.
- We suggest you type something in all three fields.

<p>Dept Name *</p> <input type="text"/>
<p>Long Display Name</p> <input type="text"/> <ul style="list-style-type: none"> • Use this to set a custom display name within Integrated Search ONLY, max 100 characters • If left blank Integrated Search will display your official HR department data
<p>Short Display Name</p> <input type="text"/> <ul style="list-style-type: none"> • Use this to set a custom short display name within Integrated Search ONLY, max 30 characters • This name will be displayed in the department hierarchy block • If left blank Integrated Search will display your official HR department data

b. Department keywords will be used to match searches at ASU websites.

- c. HR Dept code: A unique identifier is required in this field, but a valid HR Dept Code is not required.

Department will be created under **UTO Training**

HR Dept Code *

Note: The HR Dept Code field requires a unique identifier. It cannot be an existing HR Dept Code known by iSearch. It does not have to be a valid HR Dept Code. Type in a unique name for this department.

- d. Fill in the rest of the fields.
- e. Click on the campus. (Hold down the shift key to select more than one campus) and the building for each campus.

Campus

- None -
Downtown
Polytechnic
Skysong

Downtown Buildings

+

Add another item

- f. Click "Save".

VP Area U01

Save

Your sub-department will be created, ready for you to add people!

NOTE: This activity does not change or add to the HR PeopleSoft Database in any way.

Edit your department profile (admin or editor)

You have control over what your department profile looks like. Here's how:

- 1) Go to <https://isearch.asu.edu>
- 2) Click on "Departments"
- 3) Navigate through the hierarchy to your department. Click on the name.
- 4) If you have admin or editor access, you will have an "Edit" tab. Click on it.



Arizona State University

- ABOR Arizona Board of Regents
- Alumni Association
- Arizona Board Of Regents
- Asup Vice Pres & Exec Vice Pvs
- delete me candycorn
- delete me popcorn
- delete me san francisco
- EdPlus at ASU
- Educational Outreach and Student

UTO Training



Edit Department

Mail Code
0101

MS 0101
501 E Orange St
Tempe, AZ 85287-0101
CPCOM
<http://links.asu.edu/utotraining>

- 5) Update the fields in the form.

A few tips:

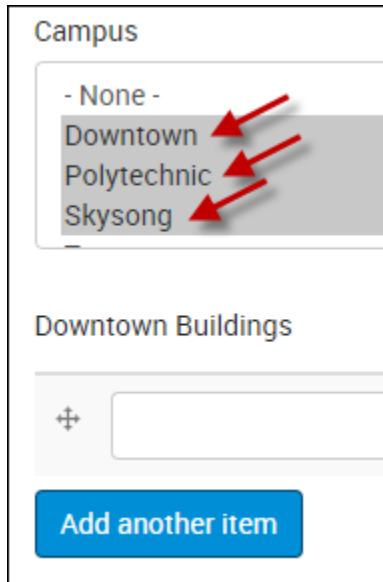
a. Names:

- i. Department name: required
- ii. Long display name: We suggest making this the same as the Department Name
- iii. Short Display Name: We suggest making this the same as the Department Name

<p>Dept Name *</p> <input type="text"/>
<p>Long Display Name</p> <input type="text"/> <ul style="list-style-type: none"> Use this to set a custom display name within Integrated Search ONLY, max 100 characters If left blank Integrated Search will display your official HR department data
<p>Short Display Name</p> <input type="text"/> <ul style="list-style-type: none"> Use this to set a custom short display name within Integrated Search ONLY, max 30 characters This name will be displayed in the department hierarchy block If left blank Integrated Search will display your official HR department data

- b. Department keywords will be used to match searches at ASU websites.
- c. Fill in the rest of the fields.

- d. Click on the campus. (Hold down the shift key to select more than one campus) and the building for each campus.



- e. Click "Save".

