



How to Use the Phone Directory Publisher to Update School Staff Phone Lists

Introduction

Welcome to the Directory Publisher. As your location's Phone Directory Manager, you have access to the publisher, a web-browser-based tool that enables you to update, review and print your school's information for the MCPS staff phone directory.

You'll find the phone directory online at:
<http://coldfusion.mcps.k12.md.us/directory>

The publisher enables schools to perform the following five functions:

EDIT STAFF: Update an employee's preferred first name, position title, department and order in the directory.

MOVE STAFF: Move staff members to the appropriate departments.

PICK UP STAFF: Add an existing MCPS staff member to your school.

EDIT DEPARTMENTS: Add or update department names, phone numbers and directory order.

EDIT SCHOOL: Update school principal, phone directory managers, address, phone numbers, web site, general information.

PRINT CENTER: Lists of MCPS employees in PDF format, and home phone numbers.

About the Data

The publisher database is populated with employee data from the MCPS HRIS system. The HRIS information, which forms the core of the database, is updated daily. Using the publisher, Phone Directory Managers can enhance this data, e.g. add a preferred first name. Phone Directory Managers cannot, however, make changes to employee data managed by the HRIS system. Data that cannot be changed includes but is not limited to information such as full name and home phone number. If you wish to make changes to employee information managed by HRIS, the changes must be submitted to HRIS.

How Your Staff Can Notify You of Changes

How does your staff notify you of a change in their information, their phone number for instance? Of course they can call or email you directly. But they can also inform you by going to the Update My Directory Info page in the online Phone Directory. All they need do is fill out the form on the page and the form will send you an email with the changed information. The page also has a link to MCPS Form 445 Change in Personal Information, which is used to change personal information in HRIS.

Update My Directory Info

<http://coldfusion.mcps.k12.md.us/directory/index.cfm?s=correction>

How to Get Help

The MCPS Help Desk can help you if you have problems accessing or using the Phone Directory Publisher. Contact the Help Desk if you lose your User ID or Password, if you cannot log in, or if you have questions about the data or functions of the Phone Directory Publisher.

MCPS Help Desk
Phone: 301-517-5800
Email: Helpdesk@mcpsmd.org

You will also find documentation and tips throughout the Directory Publisher.

How to Access

Open your web browser and go to the following url:

<http://coldfusion.mcps.k12.md.us/cfms/directory/schoolsadmin/>



The image shows a screenshot of the MCPS Directory Publisher login interface. At the top left is the MCPS Web logo. To its right, the text 'Directory Publisher' is displayed. Below the logo are two links: 'Menu' and 'Logout'. The main part of the page contains a login form with two input fields: 'User ID:' and 'Password:'. Below these fields is a 'Login' button.

Each school will receive a unique username and password that will enable designated Phone Directory Managers to access their school's information. Remember to keep your username and password safe and secure.

Menu

After logging in, the user will see the Menu screen listing the six options. All screens include two links in the upper left corner to return to the Menu or to Log out of the publisher.

Edit Staff	Update employee's preferred first name, position title, department, order in directory
Move Staff	Move staff members to the appropriate departments
Pick Up Staff	Add an existing MCPS staff member to your school
Edit Departments	Add or update department names, phone numbers and directory order
Edit School	Update school principal, address, phone numbers, web site, general information
Print Center	Download directory listings in PDF or Excel formats

How to Begin and Check your Work

All screens include two links in the upper right corner to two printable lists of your school's staff that appear in a pop-up window.



The Alphabetic list includes staff name, position and home phone number.

Wheaton HS Staff List	
Name (Position)	Home Phone
(* indicates not published)	
Alayon Thelmont, Zulma (Teacher)	30 [REDACTED] 5
Alcoba, Elizabeth C (Student Support Specialist)	30 [REDACTED] 3
Alexander, Janis C (Classroom Teacher High)	*****

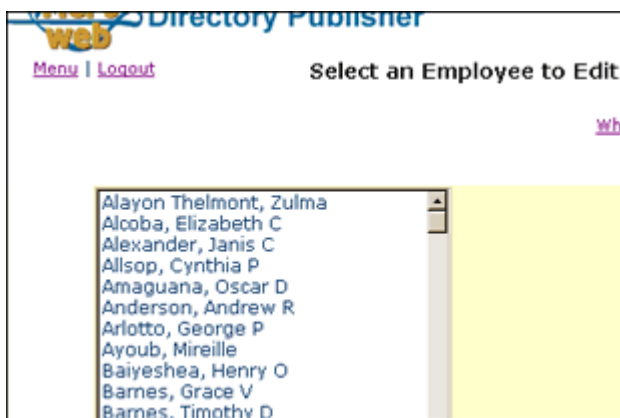
The Directory Style list includes location information and a departmental list of staff. Unassigned staff appear at the bottom of the list.

Wheaton HS	
850 hungerford rockville 20850 301-929-2050 Fax: 301-929-2081 Location Code (04)782 Wheaton HS School-odex	
Principal	301-929-2070
Arlotto, George P	Principal
Bucci, Nikki	School Administrative Secretary
Keagle, Elaine S	Technical Lead
Assistant Principal	301-929-2055
Assistant Principal	301-929-2056
de los Santos, Virginia A	Principal Asst High
Food Services	301-929-2096
Hangemanole, Barbara A	Cafeteria Manager IV
Caraballo, Theresaann	Cafeteria Worker I

To begin updating your school's phone list, print out these lists, make changes on the hardcopy, and review the changes with relevant staff. Then use the publisher to make changes. As you make your changes, the two lists will change to reflect your updates. **IMPORTANT:** As you work with the publisher, consult these lists by clicking on these links to review your changes for accuracy.

Edit Staff

This function enables you to update an employee's preferred first name, position title, department and order in the directory.



First, select an employee to edit by clicking on a name on the staff list provided. New employees may not show up immediately. They will appear when their records have been funneled through personnel. If an employee doesn't show up after a few days, contact the Help Desk (301.517.5800).

Edit Employee

[What's New](#) | [How is the Director](#)
[Alphabetic \(detailed\)](#) | [Dire](#)

Grace V Barnes

Preferred First Name

Position

Department

List Order in Department [What is this?](#)

You can provide a preferred first name, preferred position description/title, and assign the staffer to a department. Department staff are listed alphabetically unless you put staff in hierarchical order. You can do this by putting a number in the box next to LIST ORDER IN DEPARTMENT for a particular staffer. You would assign a "1" for the department chair, for instance. You need not order all department staff. Staff without a number assignment are listed alphabetically, after any staff with numbers assigned.

Remember, if other information needs to be updated, such as an employee's last name, the changes must be submitted via HRIS using MCPS form 445-1, Change in Personal Information (PDF format)

Employee Update Results

[What's New](#) | [How is the Director](#)
[Alphabetic \(detailed\)](#)

Your staff member's information was updated as listed below.

Grace V Barnes

Preferred First Name: Virginia

Position: Secretary
 Department: Main Office
 This person will be listed in position 2 within the department

Your changes will appear in this screen underneath a blue message informing you that you have completed your changes. A blue message will appear on the screen anytime you have completed a change in the publisher. Be sure to read such messages.

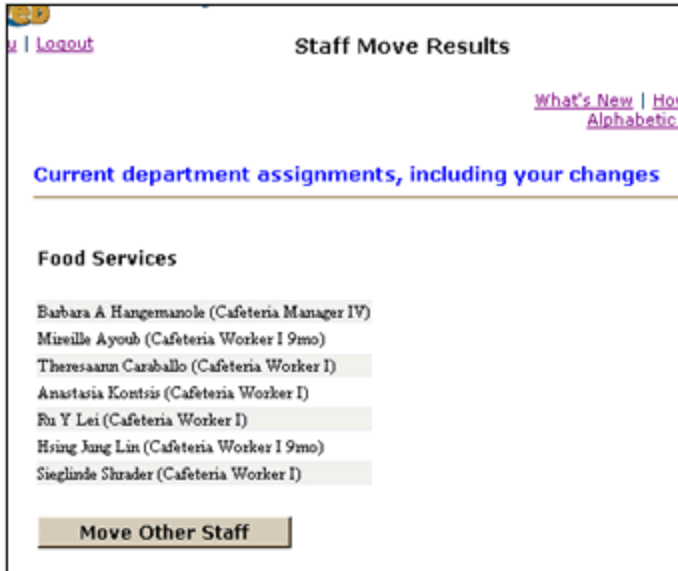
You can check your changes by clicking on the Alphabetic and Directory links on the upper right. Click on RETURN TO STAFF LIST to continue with more staff edits.

Move Staff

This function enables you to move staff members to the appropriate departments in your school. You can make these changes by individual or in groups.

The screenshot shows a web interface titled "Reassign Staff to Other Departments". At the top left, there are links for "Home" and "Logout". At the top right, there are links for "What's New" and "Home", and a link for "Alphabetic" below them. The main instruction reads: "Choose the staff members you want to move to the department selected (hold the CTRL key to select more than one person at a time)". Below this is a list of staff members with their current departments, each preceded by a small square checkbox. The staff list includes: Alayon Thelmont, Zulma (Foreign Languages); Alcoba, Elizabeth C (Special Education); Alexander, Janis C (Mathematics); Allsop, Cynthia P (Special Education); Allsop, Cynthia P (Academy Programs); Amaguana, Oscar D (Physical Education-boys); Anderson, Andrew R (English); Arlotto, George P (Principal); Ayoub, Mireille (Unassigned); Baiyeshea, Henry O (Special Education); Baiyeshea, Henry O (Unassigned); Barnes, Grace V (Main Office); Barnes, Timothy D (Building Services); Barrios, Esperanza S (Main Office); and Bayer, Scott R (English). The "Ayoub, Mireille (Unassigned)" entry is highlighted in green. Below the list is a "Select a department" dropdown menu with "Food Services" selected. At the bottom, there are two buttons: "Move selected staff" and "Uncheck all selections".

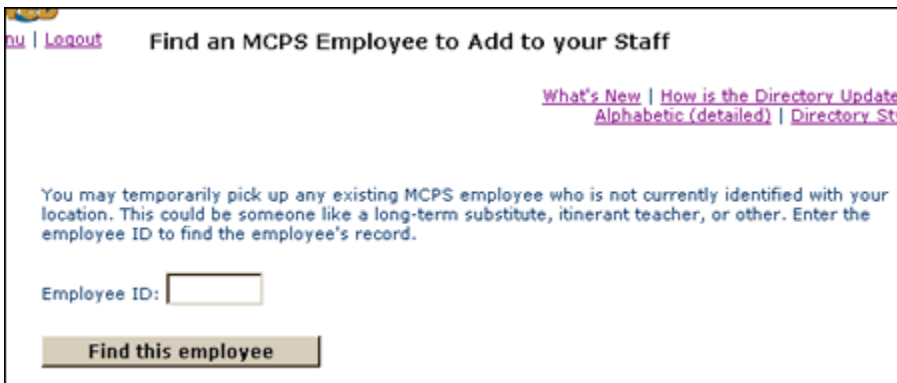
The list includes all staff assigned to your school and their current department assignment. Select one staffer at a time or groups of staff from the list. Hold down the control key when selecting a name to select more than one person at a time. Then, use the pulldown menu to select the department you wish to move staff to and click on the button.



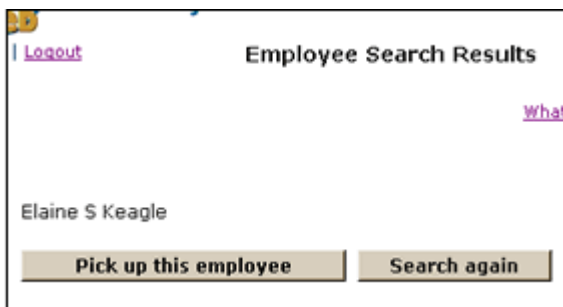
The next screen will list staff in the relevant department, including your changes. Click on the Directory Style link in the upper right corner. You'll find your changes reflected in this list as well.

Pick Up Staff

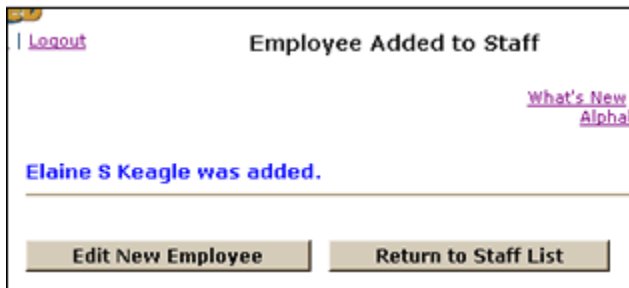
This function enables you to add an existing MCPS staff member to your school.



You must know the person's employee ID number to find the employee's information.



Check the name which is displayed. If it is not correct, you can search again with another ID number. If it is correct, continue by clicking on the button.



The screenshot shows a confirmation page titled "Employee Added to Staff". At the top left, there is a "Logout" link. In the top right corner, there are two links: "What's New" and "Alpha". The main content area displays the message "Elaine S Keagle was added." in blue text. At the bottom of the page, there are two buttons: "Edit New Employee" and "Return to Staff List".

Your addition is confirmed. You can click on the Alphabetic and Directory links in the upper right corner to ensure the person has been added to your staff list.

You may wish to update information about this new employee. To do this, click on the EDIT NEW EMPLOYEE button. The screen will be very similar to the EDIT STAFF function, but will include an option to DISPLAY/DO NOT DISPLAY or DISPLAY/DROP.



The screenshot shows the "Edit Employee" form for Elaine S Keagle. At the top left, there is a "Logout" link. In the top right corner, there are three links: "What's New", "How is the Directory Updated?", and "Alphabetic (detailed) | Directory Style". The main content area is highlighted in yellow and contains the following information:

- Elaine S Keagle**
- Preferred First Name:
- Positions at this school**
- Note: This person holds multiple positions at your school. You may choose not to display all but one position by selecting the 'Do not display' button ([Help with Display/Do Not Display/Drop Options](#)).
- (1)**
- Position:
- Display Do not display [Help with Display/Drop Options](#)
- Department:
- List Order in Department: [What is this?](#)
- (2)**
- Position:
- Display Do not display [Help with Display/Drop Options](#)
- Department:
- List Order in Department: [What is this?](#)

At the bottom of the form, there are three buttons: "Save changes", "Return to staff list", and "Cancel current edit".

DISPLAY/DO NOT DISPLAY appears when the employee holds several positions at your school. These positions will be listed. You can opt to list the employee multiple times, or select to display the employee in connection with only one position. You must list the employee for at least one position.

[u](#) | [Logout](#) **Edit Employee**

[What's New](#) | [How is the Director](#)
[Alphabetic \(detailed\)](#) | [Dire](#)

Elaine S Keagle

Preferred First Name

Position

Display Drop [Help with Display/Drop Options](#)

Department

List Order in Department [What is this?](#)

DISPLAY/DROP appears when the employee is temporary and not officially listed at your school. This option gives you the ability to choose whether to list the employee in your staff list.

Edit Departments

This function enables you to add or update your school's department names, phone numbers and order in the directory.

Enter information for a new department			
Department Name	Phone	Order	What is this?
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Update or delete existing departments			
Department Name	Phone	Order	
Principal	301-929-2070	1	<input type="checkbox"/> DELETE
Assistant Principal	301-929-2055	2	<input type="checkbox"/> DELETE
Main Office	301-929-2050	3	<input type="checkbox"/> DELETE
Art	301-929-2084	90	<input type="checkbox"/> DELETE
English	301-929-2070	80	<input type="checkbox"/> DELETE
Foreign Languages	301-929-2072	70	<input type="checkbox"/> DELETE
Mathematics	301-929-2069	60	<input type="checkbox"/> DELETE
Media Center	301-929-2067	50	<input type="checkbox"/> DELETE
Music	301-929-2071	55	<input type="checkbox"/> DELETE
Science	301-929-2074	38	<input type="checkbox"/> DELETE
Social Studies	301-929-2073	40	<input type="checkbox"/> DELETE

All of your school's current departments are listed in alphabetical order. You can edit the department's name and phone number.

You may want to put the school's departments in a certain order for listing in the Directory Style list. Use the boxes in the Order column to the right of each department's listing. Use 1, 2, 3, etc. to rank the departments. Before you begin, click on the Directory Style link in the upper right corner to see how departments are listed. You can print the list out, mark it up with your changes, and use the publisher to make modifications.

To add a department to the list, use the fields at the top of the screen.

To delete a department, click on the box in the DELETE column on the far right. Be very sure that you wish to delete. When you delete a department, the department's staff become unassigned. This means you will have to reassign them to another department.

When you complete your changes, click on UPDATE DEPARTMENT INFORMATION.

[Logout](#) **Department Update Results**

[What's New](#) | [How is the Directory L](#)
[Alphabetic \(detailed\)](#) | [Direct](#)

The requested updates were completed. Here is your current department information.

Department Name	Phone	Sort Order
Principal	301-929-2070	1
Assistant Principal	301-929-2055	2
Main Office	301-929-2050	3
Science	301-929-2074	38
Social Studies	301-929-2073	40
Media Center	301-929-2067	50
Music	301-929-2071	55
Mathematics	301-929-2069	60
Foreign Languages	301-929-2072	70
English	301-929-2070	80
Art	301-929-2084	90

[Return to Department Update List](#)

A list reflecting your changes will appear. You can check this list for errors and omissions and return to EDIT DEPARTMENTS to make corrections.

If you deleted a department, you will be asked to confirm again that you wish to delete. This extra step ensures that you do want to delete and that you are aware that staff in the deleted department are now unassigned. To assign the staff to another department, go to the MOVE STAFF function.

Click on the Directory Style link in the upper right corner to make sure your new list is in the correct order. If not, you can EDIT DEPARTMENTS to change the order.

Edit School

This function enables you to update school information such as the principal's name, phone directory manager names, address, phone numbers, web site, and general information. Information on this page will likely be published on the MCPS public web site, so be sure it is accurate and spelled correctly.

[Logout](#) **Update General School Information**

[What's New](#) | [How is the Directory Updated](#)
[Alphabetic \(detailed\)](#) | [Directory St](#)

Principal Information ([About](#))

Name: **Mrs. L (Dianne) Boykin**
E-mail: **Dianne_L_Boykin@fc.mcps.k12.md.us**
Employee ID

Phone Directory Manager Information ([About](#))

Name: **Patsy Squire**
E-mail: **Patsy_L_Squire@fc.mcps.k12.md.us**
Employee ID

Name: **No Back-up Phone Directory Manager has been named**
E-mail: **None**
Employee ID

To remove a backup Phone Directory Manager, delete the employee ID and click on the [Update School Information] button below. You cannot delete the first (Primary) Phone Directory Manager.

The first three fields in the screen allow you to change the principal assigned to the school or the phone directory manager(s) by simply entering an employee ID number. We recommend that, after entering an employee ID, you click on the VERIFY THIS ID button. You will immediately see the name and e-mail address associated with that employee ID. If the name is incorrect perhaps you have entered the wrong employee ID. You may click on the RESET TO ORIGINAL VALUE button, which will restore the name, e-mail address and employee ID on file since the last time you saved; you may also try a different employee ID.

General School Information

Address

City

Zipcode

Main Phone

Fax

TDD

Add'l. Phone 1
Name Number

Add'l. Phone 2
Name Number

Web site URL

Statement
[What is this?](#)

Current information about your school will already appear in the appropriate fields. Most likely little will need to be changed.

The statement field gives your principal an opportunity to convey brief but important information about the school, such as a mission statement, details about magnet or special programs, or awards the school or staff have won. Since this information will be published on the public web site, this is your principal's opportunity to say something special about the school, its staff and community. Please be sure that text appearing in this space is grammatically correct and contains no misspellings

Your updated information will appear in the next screen. Click on the link to be sure your school's url is accurate. If it is not, return to the previous screen to correct it.

Print Center

The Print Center is a collection of directory listing PDFs, in the presentation style of the old print directory. The key advantage of these PDFs is that they are created once a week, every week, all year, and so are always current.

[Logout](#)

Print Center

All Schools [PDF](#)

A list of all schools and staff, grouped by school, updated weekly.

All Offices [PDF](#)

A list of all offices and staff, grouped by organization, updated weekly.

All Staff [PDF](#)

A list of all MCPS staff, in last name order, updated weekly.

Home Phone Numbers alphabetically by last name [PDF](#)

A list of all MCPS employees, sorted alphabetically, with home phone number if allowed by the employee. Employees may change their home phone preference by submitting [MCPS Form 445-1 Change in Personal Information](#). This list is updated weekly and is only available to Phone Directory Managers.

Home Phone Numbers by Location [PDF](#)

A list of all MCPS employees, sorted alphabetically within location, with home phone number if allowed by the employee. Employees may change their home phone preference by submitting [MCPS Form 445-1 Change in Personal Information](#). This list is updated weekly and is only available to Phone Directory Managers.

You may download them to keep electronically on your computer, or to print.

*August 2005
Web Services Team
Department of Communications
Montgomery County Public Schools*