



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

Introduction

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

You'll find the staff directory online at:

<http://www.montgomeryschoolsmd.org/directory/>

The publisher enables schools to perform the following functions:

1. **EDIT STAFF:** Update an employee's preferred first name, position title, department and order in the directory.
2. **MOVE STAFF:** Move staff members to the appropriate departments.
3. **PICK UP STAFF:** Add an existing MCPS staff member to your school.
4. **EDIT DEPARTMENTS:** Add or update department names, phone numbers and directory order.
5. **EDIT SCHOOL:** Update school principal, staff directory managers, address, phone numbers, website, and general information.
6. **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, Staff Directory Managers can enhance this data, e.g. add a preferred first name. Staff 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 Staff Directory. All they need to 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://www.montgomeryschoolsmd.org/directory/correction.aspx>

How to Get Help

The MCPS Help Desk can help you if you have problems accessing or using the Staff 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 Staff Directory Publisher.

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

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

How to Access

Open your web browser and go to the following URL:

<http://apps.montgomeryschoolsmd.org/DirectoryPublisher/schoolsadmin/login.aspx>

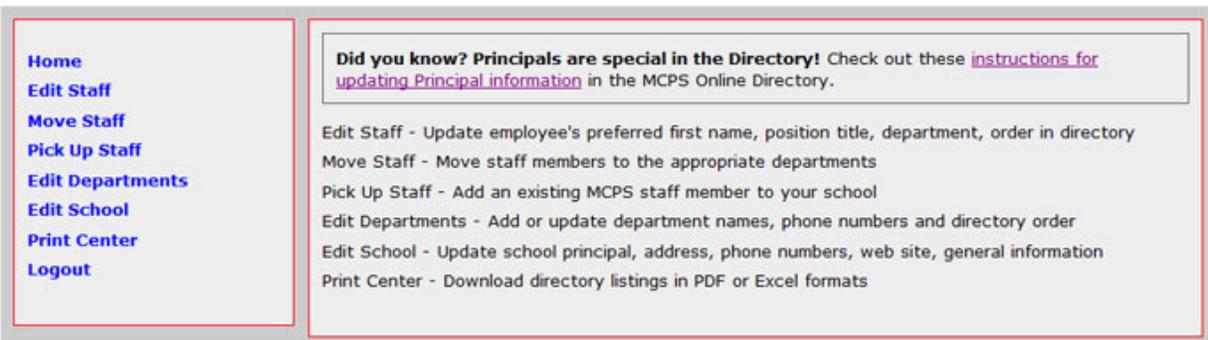
MCPS Staff Directory Publisher - School



Each school will receive a unique username and password that will enable designated Staff 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 options. All screens include the left menu with the editing options and a link to Logout.



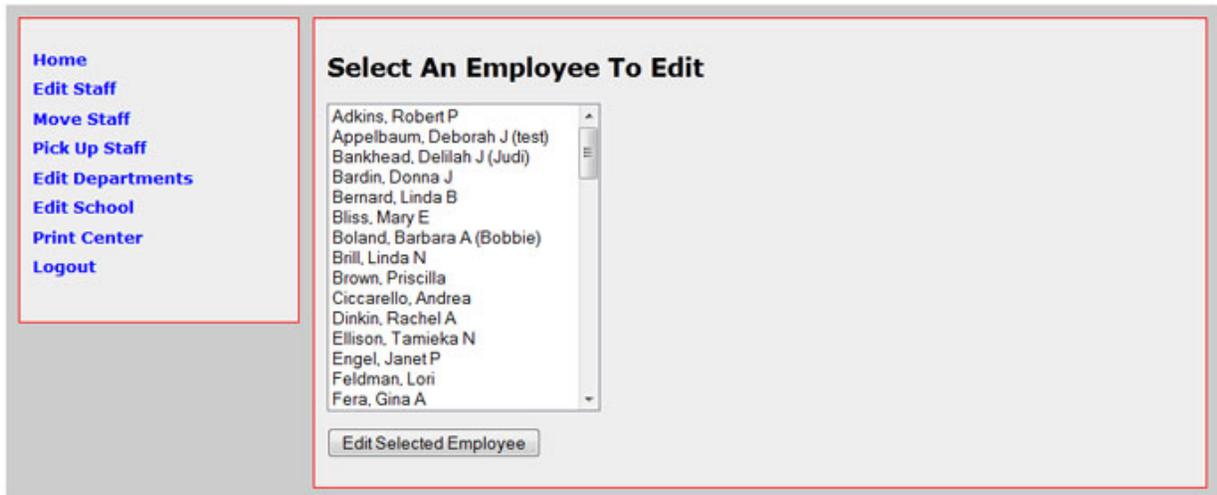
Home
Edit Staff
Move Staff
Pick Up Staff
Edit Departments
Edit School
Print Center
Logout

Did you know? Principals are special in the Directory! Check out these [instructions for updating Principal information](#) in the MCPS Online Directory.

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

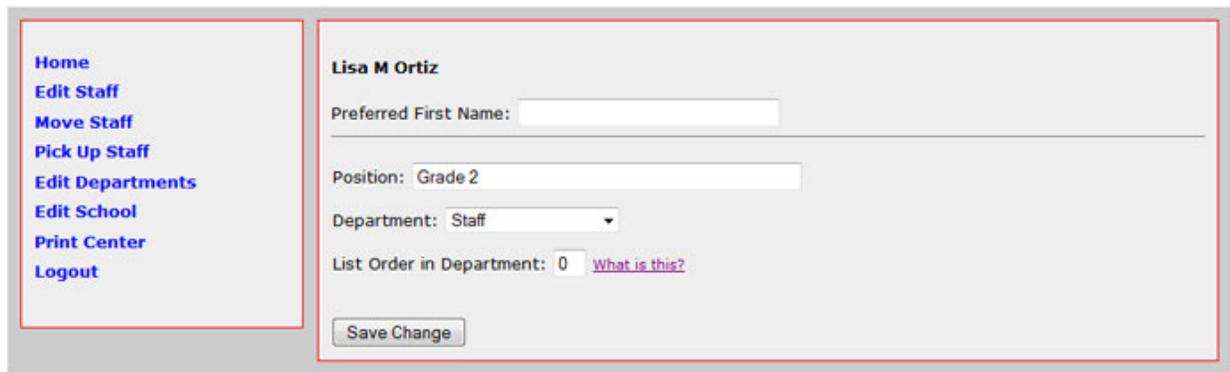
Edit Staff

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



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, Edit Staff, Move Staff, Pick Up Staff, Edit Departments, Edit School, Print Center, and Logout. The main content area is titled "Select An Employee To Edit" and features a scrollable list of employee names. The names listed are: Adkins, Robert P; Appelbaum, Deborah J (test); Bankhead, Delilah J (Judi); Bardin, Donna J; Bernard, Linda B; Bliss, Mary E; Boland, Barbara A (Bobbie); Brill, Linda N; Brown, Priscilla; Ciccarello, Andrea; Dinkin, Rachel A; Ellison, Tamieka N; Engel, Janet P; Feldman, Lori; and Fera, Gina A. Below the list is a button labeled "Edit Selected Employee".

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.



The screenshot shows the "Edit Staff" web interface for the employee Lisa M Ortiz. The left-hand navigation menu is the same as in the previous screenshot. The main content area is titled "Lisa M Ortiz" and contains several input fields: "Preferred First Name:" with an empty text box; "Position: Grade 2" with a text box; "Department: Staff" with a dropdown menu; and "List Order in Department: 0" with a text box and a link labeled "What is this?". A "Save Change" button is located at the bottom of the form.

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).

A red message will appear above the Save button informing you that your changes have been made. Be sure to read such messages.

You can check your changes by clicking on the View Directory link on the left menu.

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 with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, Edit Staff, Move Staff, Pick Up Staff, Edit Departments, Edit School, Print Center, and Logout. The main content area is titled "Reassign Staff To Other Departments" and contains a section for "Move employee(s)". Below this title is a list of staff members with their current departments, such as Adkins, Robert (Staff), Appelbaum, Deborah (Staff), and Bankhead, Delilah (Student Services). A dropdown menu is set to "Building Service", and a "Move Selected Staff" button is visible at the bottom.

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.

You can check your changes by clicking on the View Directory link on the left menu.

Pick Up Staff

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

The screenshot shows a web interface with a left-hand navigation menu and a main content area. The navigation menu includes links for Home, Edit Staff, Move Staff, Pick Up Staff, Edit Departments, Edit School, Print Center, and Logout. The main content area is titled "Find An MCPS Employee To Add To Your Staff" and contains a text block explaining that the directory is updated nightly and that new staff members should appear within a few days. Below the text is a search input field and a "Find this employee" button.

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

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[Edit Staff](#)

[Move Staff](#)

[Pick Up Staff](#)

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[Logout](#)

Find An MCPS Employee To Add To Your Staff

The directory is automatically updated each night from the previous day's HR activity. A new staff member should show up within a few days of hire. You do not need to use this page to add staff members except in special cases. For example, you may want to display a long-term substitute or a music teacher who works in several schools. Once in a while you will need to display a new principal's name before the HR update is made.

If a new staff member is not listed in the Phone Directory Publisher after beginning work at your school, please contact the Help Desk and they will follow up on the problem.

30079

Barbara Boland
Barbara_A_Boland@mcpsmd.org

Check the name which is displayed. If it is incorrect, you can search again by clicking the Search Again button and then entering a new ID. If it is correct, continue by clicking the Pick up this Employee button.

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Barbara A Boland

Preferred First Name:

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](#)).

Position:

Display Do Not Display

Department:

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

Position:

Display Drop

Department:

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

The Edit Employee screen for the employee you picked up will appear automatically. This screen will include an option to Display/Do Not Display and Display/Drop.

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.

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.

Department Name	Work Phone	Order	Delete
Principal	301-230-5919	1	<input type="checkbox"/>
Staff	301-230-5919	2	<input type="checkbox"/>
Building Service	301-230-5922	3	<input type="checkbox"/>
ESOL	301-230-5919	4	<input type="checkbox"/>
Food Services	301-230-5919	5	<input type="checkbox"/>
Media Center	301-230-5919	7	<input type="checkbox"/>
Reading Initiative	301-230-5919	8	<input type="checkbox"/>
Staff Development	301-230-5919	9	<input type="checkbox"/>
Student Services	301-230-5919	10	<input type="checkbox"/>

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.

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

To delete a department, click the box in the Delete column on the far right. Be sure that you wish to delete. When you delete a department, staff in that department will become unassigned. This means you will have to reassign them to another department. To assign the staff to another department, click the Move Staff link on the left menu.

When you complete your changes, click the Save Changes button.

You can review your changes by clicking on the View Directory link on the left menu.

Edit School

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

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Update General School Information

Principal Information [\(About\)](#)

Name: Mr. Xiaodong (Sheldon) Wang
E-mail: Xiaodong_Wang@mcpsmd.org
Employee ID: 82220

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

Name: Barbara Boland
E-mail: Barbara_A_Boland@mcpsmd.org
Employee ID: 30079

Name: Xiaodong Wang
E-mail: Xiaodong_Wang@mcpsmd.org
Employee ID: 82220

General School Information

Address

City

Zip Code

Main Phone

Fax

TDD

Add'l. Phone 1 Name Number

Add'l. Phone 2 Name Number

Web site URL

Statement
[What is this?](#)

The mission of Farmland Elementary is to prepare students to be lifelong learners, effective problem solvers, responsible citizens, and productive contributors to their world. The staff, students, and community will reach our mission as we work collaboratively in a safe, caring environment. We will set, clarify, and communicate expectations, share responsibilities for learning, and use data in our decision-making

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 can click on the VERIFY THIS ID button. You will immediately see the name and email 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, email address and employee ID on file since the last time you saved. You may also try a different employee ID.

When you complete the changes, click on Update School Information.