

Introduction

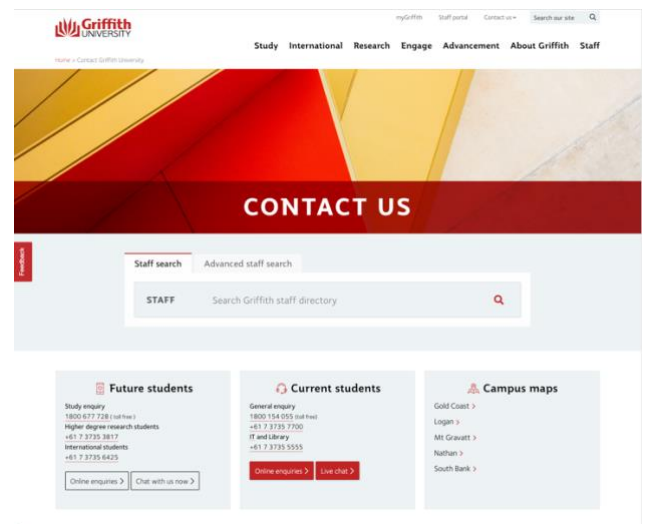
The [Griffith staff directory](#) displays contact information for University staff. Your staff profile populates from Human Resources employment information, phone profile data and information provided in the *My Staff Directory Profile* page.

By default your staff directory profile is set to publish; your contact information will display internally to the Griffith community and externally to the general public. An option is available to opt out of publishing publicly (your profile will only display to the internal Griffith community and Griffith Single Sign-On is required to view these entries) or to opt out of publishing your profile altogether.

About My Staff Directory Profile

The following data can be updated or opt out via the My Staff Directory Profile:

- Email & extension overrides for call centre staff who do not advertise personal contact information (e.g. Student Connect or IT Service Centre)
- Mobile phone number
- Location (Campus, Building and Room)
- Additional Roles (e.g. Fire Warden, Justice of the Peace, Staff Ally etc.)

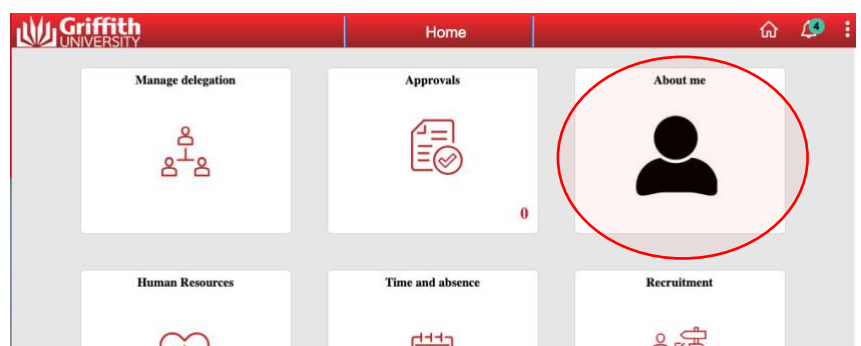


Preferred Name, First Name, Last Name, Name Prefix, Position Title or Department cannot be updated in My Staff Directory Profile. This data is linked to your employment record at Griffith, so can only be updated via HR. Find out more: [Human Resources Personal Details](#)

Step 1: Access My Staff Directory Profile

- 1 Select **About Me** on the Griffith University *My Staff Page*.

To access go to Griffith Staff Portal > My Staff Page > About Me



2

Select **My Staff Directory Profile** from the left hand panel to view profile information displayed in the [Griffith Staff Directory \(Contact Us\)](#).

My Staff Directory Profile

Griffith Provided Data

Email email@griffith.edu.au
Phone 073/735-5335 Extension 55335
Mobile Publish Staff Directory Profile

Staff Directory Overrides

Email override-email@griffith.edu.au
Phone Extension 123
Mobile 0423987654 Publish Staff Directory Publicly

Staff Directory Location

Campus CAMNAT
Building N53
Room 0.45E

Staff Directory Opt Out

Email
 Phone
 Mobile
 Location

Additional Roles

Role Code	Role Description	Campus	Building	Room		
1 FW	Fire Warden	CAMMTG	M09	0.108	+	-
2 JP	Justice of the Peace	CAMSSC			+	-

Save

Step 2: Publish (display) Staff Directory Profile

1 **Griffith Provided Data** field displays:

- Griffith email address
- Phone number & Extension(populates from [phone profile](#) information)
- Mobile information

Griffith Provided Data

1	Email	email@griffith.edu.au	
	Phone	073/735-5335	2
	Mobile		
		Extension	55335
		<input checked="" type="checkbox"/>	Publish Staff Directory Profile

- ### 2 **Publish Staff Directory Profile** is ticked by default to indicate the record will display to everyone in the [Griffith staff directory](#) (including the general public). Untick this option if you do not want your profile published in the staff directory.

Step 3: Staff Directory Overrides

- ### 1 **Staff Directory Overrides** field provides option to override email, phone number and extension. Generally only call centre staff (IT Service Centre, Student Connect etc) will require this functionality.

Mobile phone field available for staff who opt to promote this contact number.

- ### 2 **Publish Staff Directory Publicly** is ticked by default to indicate the record will display to everyone in the [Griffith staff directory](#) (including the general public). If unticked, the profile will only display to the internal Griffith community (Griffith Single Sign-On is required to view these entries).

Staff Directory Overrides

1	Email	<input type="text" value="override-email@griffith.edu.au"/>	
	Phone	<input type="text"/>	2
	Mobile	<input type="text" value="0423987654"/>	
		Extension	<input type="text" value="123"/>
		<input checked="" type="checkbox"/>	Publish Staff Directory Publicly

Step 4: Staff Directory Location

1

Staff Directory Location field must be manually updated when staff change locations. Click drop down to select Campus, Building and Room.



Only a single location can be published in the Griffith staff directory. This should be your primary location.

Staff Directory Location

Campus	<input type="text" value="CAMNAT"/>	<input type="button" value="Q"/>
Building	<input type="text" value="N53"/>	<input type="button" value="Q"/>
Room	<input type="text" value="0.45E"/>	<input type="button" value="Q"/>

Step 5: Staff Directory Opt Out

1

Staff Directory Opt Out tick to prevent this option from publishing in the staff directory.

Staff Directory Opt Out

<input type="checkbox"/> Email
<input type="checkbox"/> Phone
<input checked="" type="checkbox"/> Mobile
<input type="checkbox"/> Location

Step 6: Additional Roles

1

Add or remove **Additional Roles** using the + or – buttons.

Additional Speciality Roles include:

- Sexual Assault / Sexual Harassment Officer
- Equity Champion
- First Aid Officer
- Fire Warden
- Harassment and Discrimination Contact Officer
- Local Health and Safety Officer
- Just of the Peace
- Staff Ally

Additional Roles

	Role Code	Role Description	Campus	Building	Room		
1	FW	Fire Warden	CAMMTG	M09	0.108	<input type="button" value="+"/>	<input type="button" value="-"/>
2	JP	Justice of the Peace	CAMSSC			<input type="button" value="+"/>	<input type="button" value="-"/>

Save

Step 6: Save Changes

1 Save changes.

Changes to My Staff Directory Profile will update in the [Griffith staff directory](#) overnight.

My Staff Directory Profile

Griffith Provided Data

Email	email@griffith.edu.au	Extension	55335
Phone	073/735-5335	<input checked="" type="checkbox"/> Publish Staff Directory Profile	
Mobile			

Staff Directory Overrides

Email	override-email@griffith.edu.au		
Phone		Extension	123
Mobile	0423987654	<input checked="" type="checkbox"/> Publish Staff Directory Publicly	

Staff Directory Location

Campus	CAMNAT
Building	N53
Room	0.45E

Staff Directory Opt Out

- Email
- Phone
- Mobile
- Location

Additional Roles

Role Code	Role Description	Campus	Building	Room		
1 FW	Fire Warden	CAMMTG	M09	0.108	+	-
2 JP	Justice of the Peace	CAMSSC			+	-

