



Navigating the District Directory

The following guide shows how to navigate the District Directory.

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Accessing the Site

The District Directory is accessible by all BPS employees and the Public.


- Go to the *BPS Home page* > *About Us* > **District Directory**.
- The URL will be inserted here.

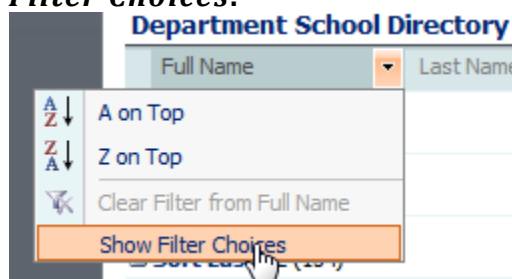
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Lookup an Employee in the Alpha List

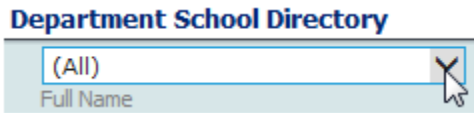
There are many ways to look up employees in the District Directory. The most common ways are listed below.

Please note that if an employee is in more than one position, they will appear multiple times in the directory.

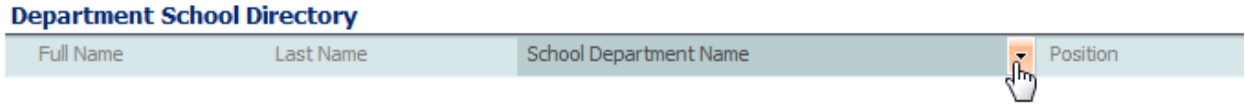
- The **A-Z listing** is available on the home page.
 - Click the **plus sign**  by a letter to expand the names.
 - OR – click the **black down arrow** by the Full Name and select **Show Filter Choices**.



Click the arrow again and select the name you are searching for.



- You may also filter on **School Department Name and Position**.

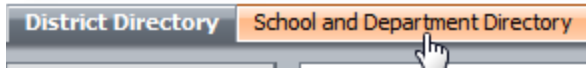


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Lookup by Department or School

*This option will display the **entire staff** of a particular Department or School.*

- Click the **School and Department Directory** tab located in the top navigation.



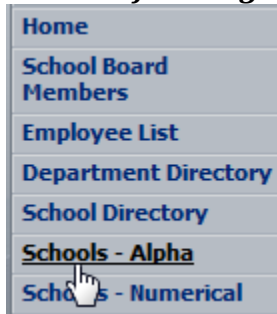
- **Select** the **Department** or **School** you wish to look up.
- Pertinent information about the Department or School will be at the top of the page.
- The Department or School staff will be listed down the page.

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View Schools in Alpha/Numerical Order

*A listing of all BPS schools may be viewed in either **Alpha** or **Numerical** order.*

- In the **left navigation**, choose either **Schools-Alpha** or **Schools-Numerical**.

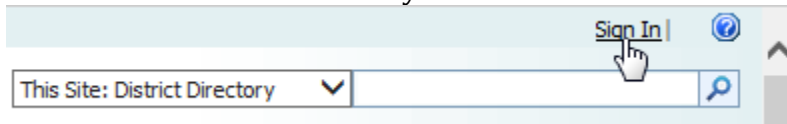


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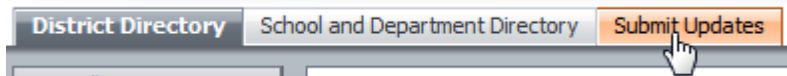
Submit Updates (employees only)

The following feature is for BPS employees to automatically submit directory updates to the Customer Service Center. **Please note that you must be logged into the District Directory with your network login** before you will be able to access the Submit Updates tab.

- Click **Sign In**, located in the upper right hand corner of your browser, to sign in to the District Directory.



- Click the **Submit Updates tab** located in the top navigation.



- A form will be displayed.
- Fill out the form and click the **OK button**.
- The Customer Service Center will **automatically receive an email** with your requested update(s).

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View School Board Members

Address, phone number, and email address is displayed for each Board Member.

- Board Member information is listed down the **right side of the Home page**.
- You may also **click** School Board Members in the **left navigation**.



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Assistance

Contact the Customer Service Center at 321-633-1000 x 500 for assistance with the Directory.