UCLA Procedure 350.2: Campus Directories

Issuing Officer:	Administrative Vice Chancellor
Responsible Dept:	Information Technology Services
Effective Date:	February 14, 2020
Supersedes:	UCLA Procedure 350.2, dated 8/18/2014

I. BACKGROUND AND PURPOSE

As set forth in UCLA Policy 350, Information Technology Services (IT Services) serves as a central clearinghouse and coordinating agency for telecommunications activity at UCLA. This includes maintaining the databases of University faculty, staff, and department/unit listings and maintaining the online campus directory at http://www.directory.ucla.edu that includes listings for students provided by the UCLA Registrar's Office.

This Procedure outlines the process for UCLA students and departments/units to update their listings to the Online Campus Directory.

II. STATEMENT

The Campus Directory and its contents are the property of UCLA. To protect the privacy of the individuals listed, there are various UC and UCLA policies that outline the oversight of, or regulatory compliance with requirements for the privacy and security of data that contain personal information, these include but are not limited to UCLA policies 401 and 404 and UC IS-3. Additionally, and in accordance with the State of California Information Practices Act, the online directory shall not be used, rented, distributed, or sold for commercial purposes, unless such action is specifically authorized by law.

Each UCLA department/unit is responsible for maintaining its listings, in conjunction with IT Services Directory Services, which manages the online update process and assists authorized department/unit users, called Directory Update Coordinators (Coordinators).

III. PROCEDURES

The following procedures describe how:

- Coordinators update faculty, staff, and department/unit listings to the Online Campus Director
- UCLA students can update their listings to the Online Campus Directory

The Coordinator must be authorized to access the IT Services Directory Update System. Coordinators must possess a Bruin OnLine (UCLA Logon) account as Bruin OnLine (UCLA Logon) is used as authentication for access to the system. Coordinators may access the Web-based IT Services Directory Update System from 7:00 a.m. to 6:00 p.m., Monday through Friday, to update listings with changes reflected the following business day to the online Campus Directory.

UCLA students can update their listing information online through MyUCLA.

Listings to the Online Campus Directory

The student, faculty, staff, and department/unit listings are used for the UCLA online directory.

RESPONSIBILITY	ACTION
Directory Update Coordinator	Faculty or Staff Listings Enters new or updated faculty and staff listing information into the IT Services Directory Update System. Updated information is reflected on the online Campus Directory the following business day. Department/Unit Listings Department/unit listings can also be updated using the IT Services Directory Update System, by selecting Update Department Listing. Updated information is reflected on the online Campus Directory the following business day.
UCLA Student	UCLA Student Listings UCLA students may change their listing information online through MyUCLA. Updated information is immediately reflected on the online Campus Directory.

IV. REFERENCES

1. UCLA Policy 350, Telecommunications Systems Services;

2. UCLA Information Technology Services Web Site;

3. UCLA Campus and UCLA Health System Directory;

4. University of California BFB-RMP-7: Protection of Administrative Records containing Personally Identifiable Information;

5. California Information Practices Act.

Issuing Officer

/s/ Michael J. Beck

Administrative Vice Chancellor

Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.