

## MEMORANDUM

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **EMPLOYEE DIRECTORY INFORMATION**

The accuracy of the M-DCPS Phone Directory in CICS and the Online Directories available from the M-DCPS homepage (<http://www.dadeschools.net>) are dependent upon the information maintained in the Personnel system. It is important that the information for the employees at each location be updated and maintained at all times.

Each principal or work site supervisor is responsible for ensuring that the directory data pertaining to their subordinates is accurately updated as changes are made. Detailed instructions for updating this information can be found in the OIT System Update Bulletin "MDCPS Phone Directory System." If you are unable to locate this bulletin, it can be accessed and printed via the Internet at: <http://www.dadeschools.net/ehandbook/index.htm>. This bulletin is located under Phone Directory.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).