

Campus Community,

The IT Department is excited to share that the MyBerea online photo directory is now live. The new directory replaces all existing directories available in MyBerea since this directory is located within the MyBerea portal, it is protected from search engine indexing. The information displayed in the directory is automatically updated every 12 hours.

Included:

- Employee name, title, dept, CPO, phone number, photo and email address (*the image comes from the Public Safety ID system*)
- Student name, CPO, photo and email address (*the image comes from the Public Safety ID system*)
- Search features (*staff/faculty department, student classification, major, minor*)

Employees who have questions about their title or department name, discuss the concern with your supervisor and then reach out to your HR partner. Changes to pre-approved titles or department names will need Divisional VP approval.

If you are missing a photo for the new directory, please email Public Safety at public_safety@berea.edu.



The screenshot shows the Berea College Campus Directory search page. At the top, it says "BEREA COLLEGE" and "myBerea • Campus Directory". Below that is the title "Campus Directory". There is a search input field labeled "Name:" with the placeholder text "*** Search Name ***". Below the search field is a button labeled "x Hide Advanced Search". Underneath are several dropdown menus: "Staff/Faculty Department:" (set to "Information Systems & Services"), "Student Classification:" (set to "***Select Classification***"), "Major:" (set to "***Select Major***"), and "Minor:" (set to "***Select Minor***"). At the bottom, there are two checked checkboxes: "Faculty/Staff" and "Students", and a "Reset" button.

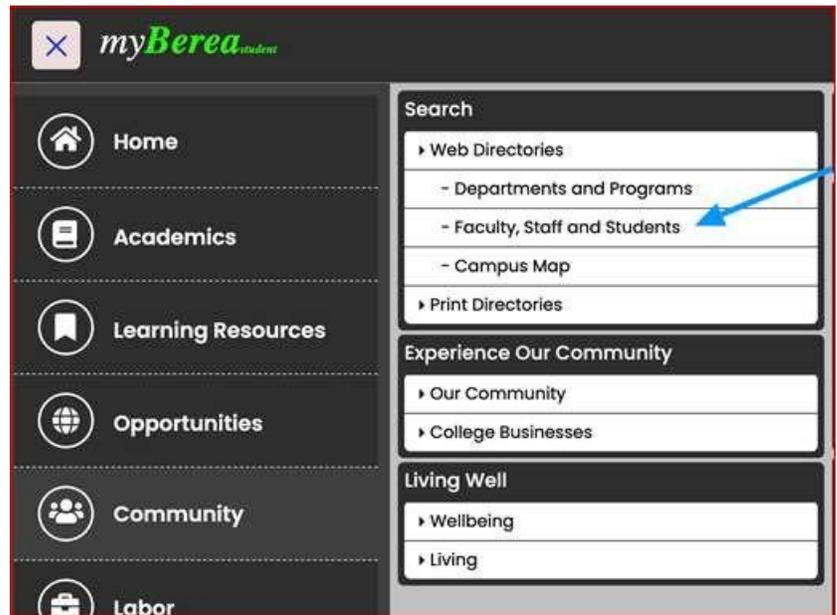
Directions to access the new directory within MyBerea Portal are below:

STUDENTS

◆ Log in to **MyBerea** > select **Community** tab > select **Web Directories**



◆ Select **Faculty, Staff and Students** link in the Search Box

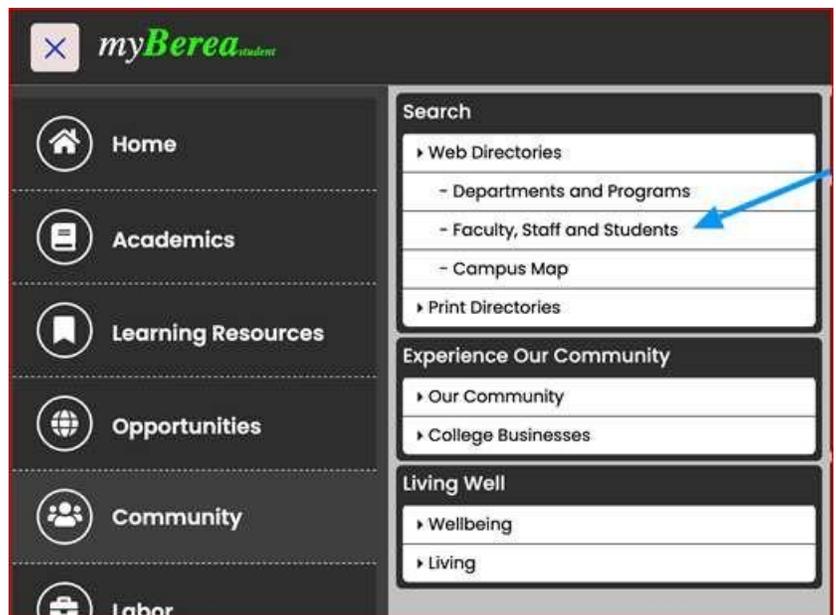


FACULTY

◆ Log in to **MyBerea** > select **Resources for Faculty** tab > select **Web Directories**



◆ Select **Faculty, Staff and Students** link in the Search Box

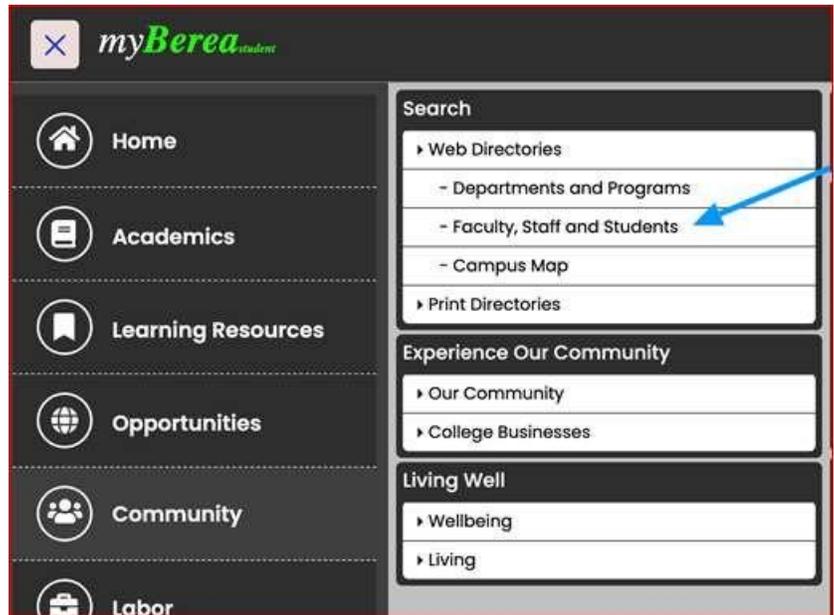


STAFF

- ◆ Log in to **MyBerea** > select **Resources for Staff** tab
> select **Web Directories**



- ◆ Select **Faculty, Staff and Students** link in the Search Box



Berea College IT Help Desk

Phone: (859) 985-3343 or 3343 from any campus phone

Email: help_desk@berea.edu

Website: <https://www.berea.edu/information-technology>
[Helpdesk Appointment System](#)