



## Campus Web Directory Data Change Form

This form is to be used to change the following pieces of Employee information that appear on the CSUCI Campus Web Directory:

Campus Phone Number  
Campus Location  
Employee Preferred Name

**\*\* (Primary Name, which is the name on file with Human Resources, may not be changed without going through Human Resources.)**

Please print, complete, and submit completed forms to the appropriate division officer:

Division	Division Officer Name
Academic Affairs	Callie Pettit
Finance and Administration	Christine Girardot
Office of the President	Melissa Remotti
Student Affairs	Toni Rice

This request is being submitted by:

Employee  Telecommunications

Submitted By: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Submitted For: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

*To be filled out by the employee and turned in to designated division personnel.*

Preferred Name: \_\_\_\_\_

Campus Location(Bldg/Room) : \_\_\_\_\_

Campus Phone: \_\_\_\_\_

**\*\* (Please confirm the requested phone number matches the phone number currently in the Campus Phone Directory on your phone. If it is not there, please contact the IT Helpdesk to have Telecommunications update the Campus Phone Directory.)**

*To be filled out by CSUCI Telecommunications Department (IT) when an employee is added, moves offices, or requests a phone number change.*

Campus Location(Bldg/Room) : \_\_\_\_\_

Campus Phone : \_\_\_\_\_

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_