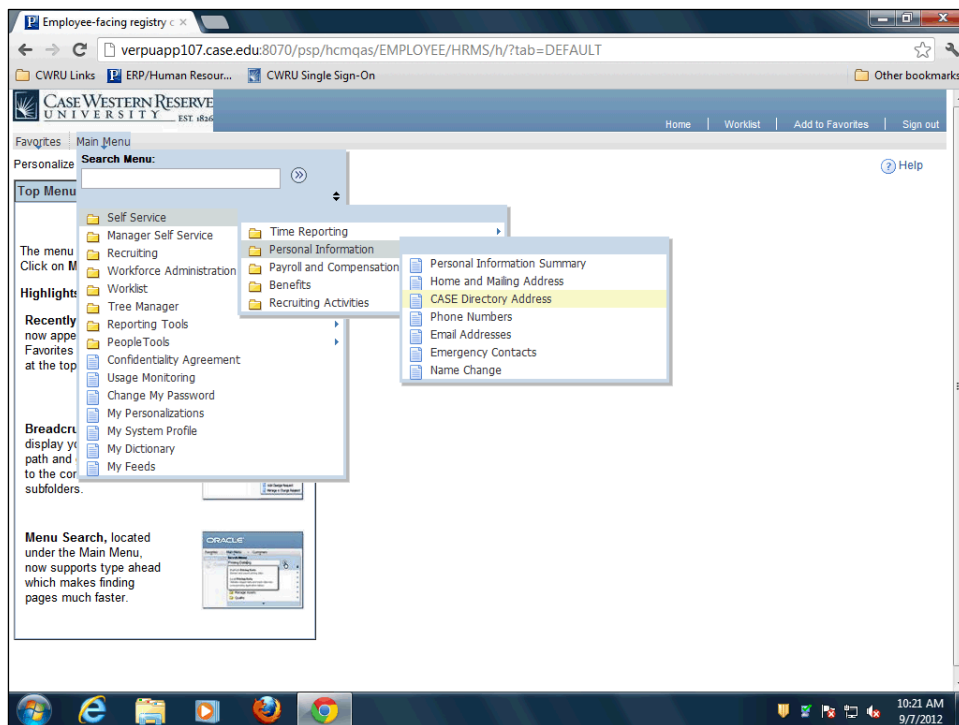


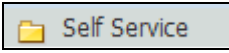
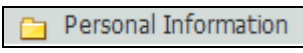
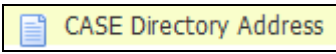
## Case Directory

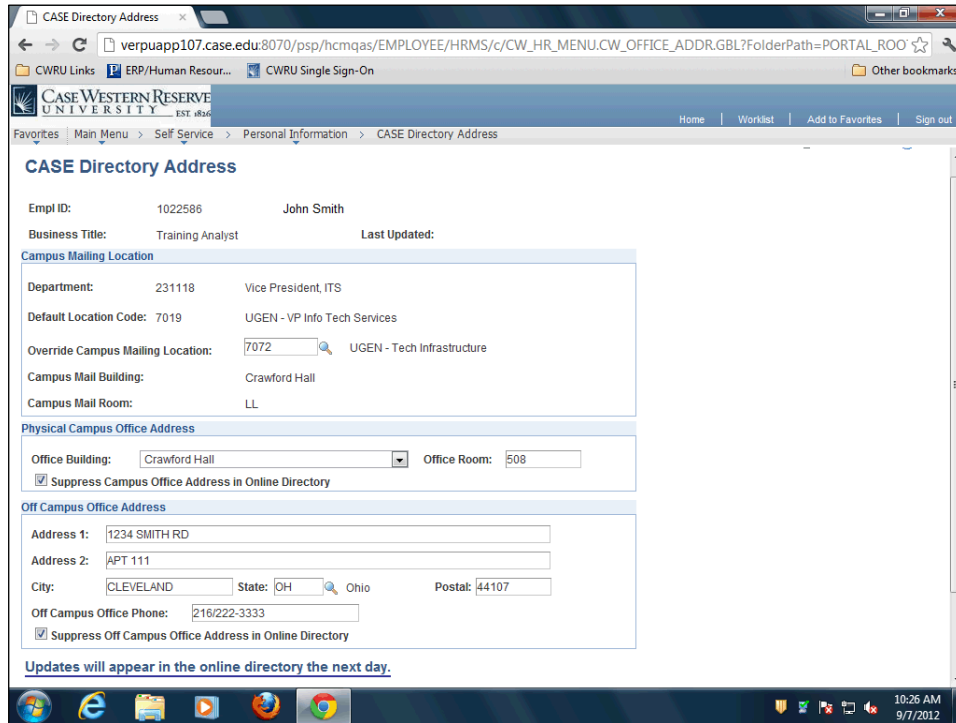
### Procedure


The Case Western Reserve University directory is available online and as a mobile application at [case.edu/directory](http://case.edu/directory).

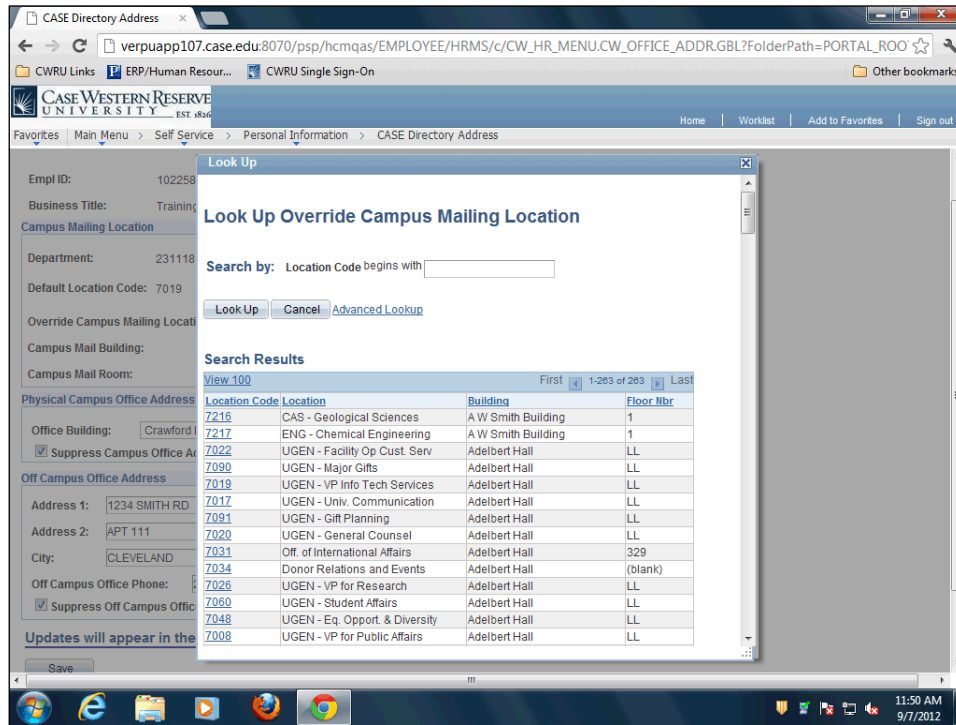
To update your directory listing, log into the HCM system at [case.edu/hcm](http://case.edu/hcm) and update the **CASE Directory Address** information located under the Personal Information category.



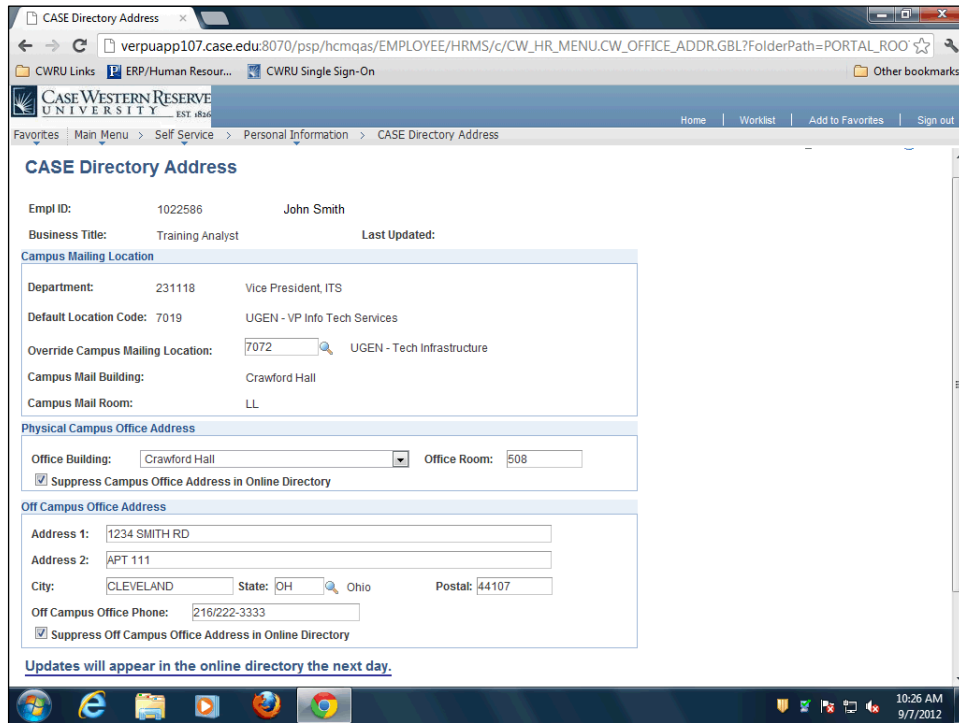
Step	Action
1.	Click the <b>Self Service</b> link. 
2.	Click the <b>Personal Information</b> link. 
3.	Click the <b>CASE Directory Address</b> link. 



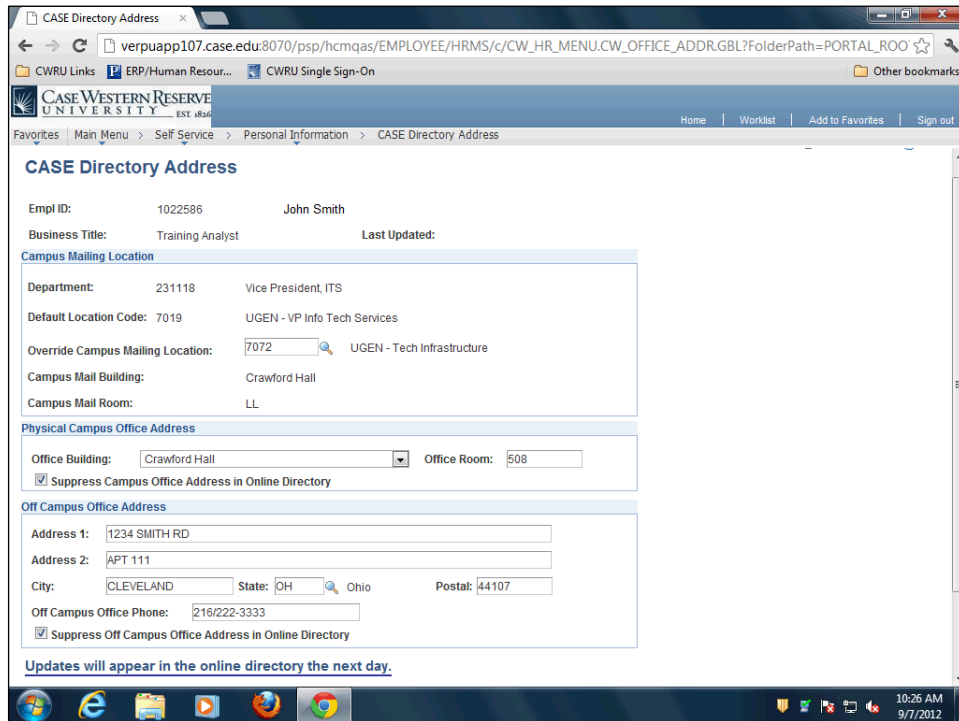
Step	Action
4.	<p>The <b>CASE Directory Address</b> screen appears.</p> <div data-bbox="375 1255 764 1304" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p><b>CASE Directory Address</b></p> </div> <p><b>Note:</b> Most of the information appearing on this screen will be pre-populated by your Human Resources department.</p>
5.	<p>Locate the <b>Campus Mail Building</b> field under the <b>Campus Mailing Location</b> category. If this field displays an incorrect location, it can be updated as follows:</p> <p><b>Note:</b> This field determines where your mail will be sent, not your actual physical location on campus.</p> <p>To select a different location, click the <b>Override Campus Mailing Location</b> lookup button (hourglass).</p> <div data-bbox="375 1808 1019 1856" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p><b>Override Campus Mailing Location:</b> <input type="text" value="7072"/> </p> </div>



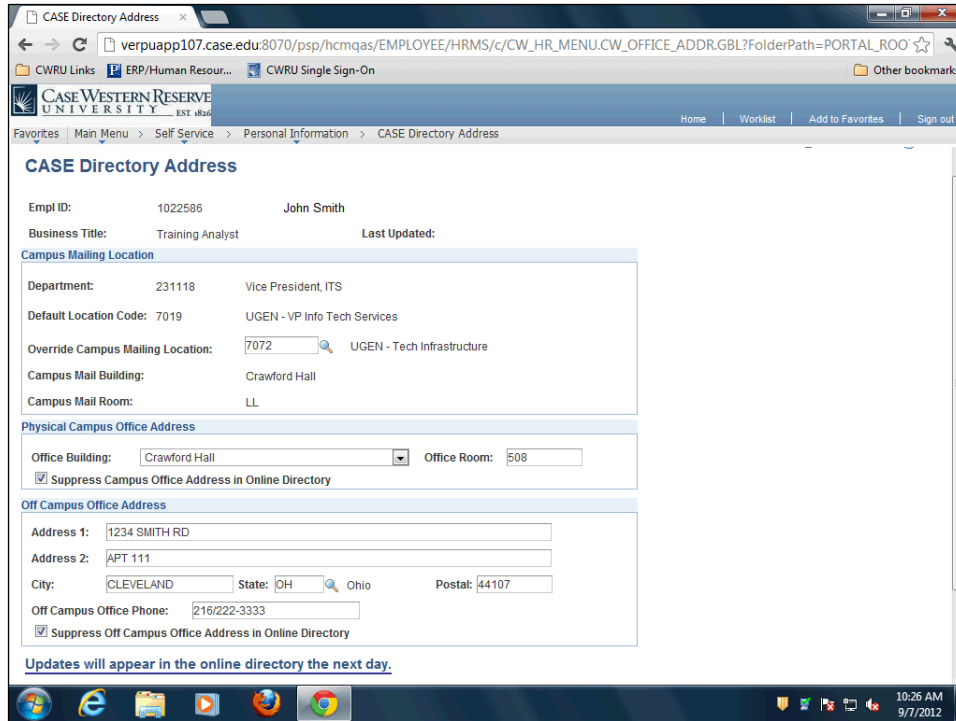
Step	Action
6.	<p>If you click on the <b>Building</b> header link, the list of buildings will be sorted alphabetically. The screen will only show the first 100 locations.</p> <p><a href="#">Building</a></p> <p><b>Note:</b> You can click the <b>First</b> and <b>Last</b> arrows to move to the next 100 listings.</p> <p>First ◀ 1-283 of 283 ▶ Last</p>
7.	<p>Click the <b>Location Code</b> number of the building you wish to choose for mail delivery.</p> <p><a href="#">Location Code</a> 7216</p>



Step	Action
8.	<p>The <b>Campus Mail Building:</b> field will populate with the entry you selected.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <b>Campus Mail Building:</b> </div>



Step	Action
9.	<p>You can make updates to your campus address under the <b>Physical Campus Office Address</b> category.</p> <p>Select an entry from the <b>Office Building:</b> drop down menu.</p> <p><input type="text" value="Office Building:"/></p>
10.	<p>If applicable, type a room number into the <b>Office Room:</b> field.</p> <p><input type="text" value="Office Room:"/></p>
11.	<p>You can click the <b>Suppress Campus Office Address in Online Directory</b> check box to prevent your work address from displaying in the online directory.</p> <p><input checked="" type="checkbox"/> <b>Suppress Campus Office Address</b></p>



Step	Action
12.	Use the <b>Off Campus Address</b> category to update your home address in the online directory.  Enter the address and telephone information into the fields provided. You can use the <b>State:</b> lookup button (hourglass) to capture the state abbreviation if desired.
13.	You can click the <b>Suppress Off Campus Office Address in Online Directory</b> check box to prevent your home address from displaying in the online directory.  <input checked="" type="checkbox"/> <b>Suppress Off Campus Office Address</b>
14.	Scroll to the bottom of the <b>CASE Address Directory</b> window and click the <b>Save</b> button.  <input type="button" value="Save"/>  <b>Note:</b> Updates will appear in the online directory the next day.
15.	<b>End of Procedure.</b>