Case Directory

Procedure

The Case Western Reserve University directory is available online and as a mobile application at case.edu/directory.

To update your directory listing, log into the HCM system at case.edu/hcm and update the CWRU Directory Address.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>CWRU Directory Tile</strong>.</td>
</tr>
</tbody>
</table>
Step 2. The **CASE Directory Address** screen appears.

**Note:** Most of the information appearing on this screen will be pre-populated by your Human Resources department.
3. Locate the **Campus Mail Building** field under the **Campus Mailing Location** category. If this field displays an incorrect location, it can be updated as follows:

**Note**: This field determines where your mail will be sent, not your actual physical location on campus.

To select a different location, click the **Override Campus Mailing Location** lookup button (hourglass).
<table>
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</table>
| 4.   | If you click on the **Building** header link, the list of buildings will be sorted alphabetically. The screen will only show the first 300 locations. **Building**  
**Note:** You can click the **First** and **Last** arrows to move to the next 100 listings. **First** « 1-263 of 263 » **Last** |
| 5.   | Click the **Location Code** number of the building you wish to choose for mail delivery. **Location Code** 7216 |
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<td>6.</td>
<td>The <strong>Campus Mail Building</strong>: field will populate with the entry you selected.</td>
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</table>

**Campus Mail Building:** Crawford Hall

**Campus Mail Room:** 4TH

**Office Building:** University West

**Office Room:** 336

**Off Campus Office Address**

<table>
<thead>
<tr>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**City:**

**State:**

**Postal:**

**Off Campus Office Phone:**

**Suppress Off Campus Office Address in Online Directory**

Updates will appear in the online directory the next day.

**Save**
**Step** | **Action**
--- | ---
7. | You can make updates to your campus address under the **Physical Campus Office Address** category.

Select an entry from the **Office Building** drop down menu.

8. | If applicable, type a room number into the **Office Room** field.

9. | You can click the **Suppress Campus Office Address in Online Directory** check box to prevent your work address from displaying in the online directory.
Step | Action
--- | ---
10. | Use the **Off Campus Address** category to update your home address in the online directory.

Enter the address and telephone information into the fields provided. You can use the **State** lookup button (hourglass) to capture the state abbreviation if desired.

11. | You can click the **Suppress Off Campus Office Address in Online Directory** check box to prevent your home address from displaying in the online directory.

12. | Scroll to the bottom of the **CASE Address Directory** window and click the **Save** button.

**Note:** Updates will appear in the online directory the next day.