

UNIVERSITY INFORMATION TECHNOLOGY TRAINING &
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Tufts
White Pages



Tufts White Pages

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Module 1

The Tufts White Pages

Tufts White pages is an online directory for the Tufts community. Sporting first-class functionality and power, this tool allows you to find individuals and departments located at Tufts University. Use the white pages to locate students, staff and faculty.

The white pages stores data in and retrieves data from a Lightweight Directory Access Protocol (LDAP) server, making the same data available across a range of applicants.

- To open the white pages, browse to <http://whitepages.tufts.edu/>.
The white pages Home page opens.

The white page's Home page is the Find People @ Tufts page. On the left hand side of the page, the light brown navigation bar offers many choices for searching. This manual will cover each of the options and tools available.

Notice that the "Choose Tufts Affiliation" choice defaults to "All."

Choose Tufts Affiliation:
 All Faculty/Staff

The cursor is flashing and ready for your input in the search field.

Behind the scenes, the white pages consolidates the Clinical Faculty into the Faculty/Staff Category.

Tufts University White Pages Home page



TUFTS UNIVERSITY Current Students, Faculty, and Staff go to [InsideTufts](#) 

Search:

[About](#) [Schools](#) [Academics](#) [Research](#) [Admissions](#) [Student Life](#) [Community](#) [Give](#) [Careers](#)

White Pages

Directory Home

- search people
- advanced search
- faculty/staff
 - by department
- students
 - by school
- find department
- edit user entry
- user login
- about directory
- contact us

Tufts University

Find People @ Tufts

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

The Tufts University electronic and printed directories are provided solely for the purpose of assisting individuals to contact one another. Information in the directories may not be extracted by any means for the creation of distribution lists for use by businesses or other organizations outside of Tufts. Use of directory information for solicitation of business or donations is expressly prohibited.

Searching for People at Tufts

The white pages offers numerous methods and ways of searching for people in the Tufts community.

Enter: Name, Username (UTLN), or Email Address

You can search for someone by:

- Name
- Partial Name
- Username (UTLN) or
- Email Address

Searching by Name

To search by **first** name, **last** name or **full** name:

1. Type in the **first name** and press Enter on the keyboard or click the Search button. *The results are displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

david

Enter: Name, Username (UTLN), or Email Address

Warning: Your search returned too many results. Not all matching entries are shown. Please refine your search or use the [Advanced Search](#) function to improve your matches.

#	Name	Primary Affiliation
1	Adler, David A. M.D.	Clinical Faculty
2	Albertini, David, Ph.D.	School of Medicine (Employee)

Note: If more than 100 results are found, the white pages will warn you that not all matching entries are being displayed. The individual that you are looking for may still be displayed.

2. Click the blue name of the individual to view contact information.

Choose Tufts Affiliation:

All Faculty/Staff Students

david

Enter: Name, Username (UTLN), or Email Address

Name: David A Bragg
Title*: Sr. Trainer & Curriculum Spec
Department*: [Computer Services](#)
Office*: Administration-169 Holland St
Medford/Somerville
Phone: (617) 627-4057
Fax: (617) 627-3205
Email Address: david.bragg@tufts.edu
URL: <http://training.tccs.tufts.edu/>
Primary Affiliation: Staff

- Type in the **last name** and press Enter on the keyboard or click the Search button. *The results are displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

bragg

Enter: Name, Username (UTLN), or Email Address

Your search for **'bragg'** returned 2 match(es):

#	Name	Primary Affiliation	Phone
1	Bragg, David A	Central Administration (Staff)	(617) 627-4057
2	Bragg, Franklin E.	Clinical Faculty	

Tip



When searching by an individual's last name, you may still hit a few first name matches (i.e. searching by last name "Gary," you may see some first name "Gary" returns). If you wish to zero in on a last name search only, place a comma after the search term:

All Faculty/Staff Students

bragg,

Enter: Name, Username (UTLN), or Email Address

- Type in the **full name, in either order, separated by a space** and press Enter on the keyboard or click the Search button. *The results are displayed.*

david bragg

Enter: Name, Username (UTLN), or Email Address

Your search for **'david bragg'** returned 1 match(es):

#	Name	Primary Affiliation
1	Bragg, David A	Central Administration (Emplo

OR

bragg david

Enter: Name, Username (UTLN), or Email Address

Your search for **'bragg david'** returned 1 match(es):

#	Name	Primary Affiliation
1	Bragg, David A	Central Administration (Emplc

Note: You must type in more than one letter to search. The white pages will return an error message if you do not provide at least two consecutive letters.

Choose Tufts Affiliation:

All Faculty/Staff Students

b

Enter: Name, Username (UTLN), or Email Address

Error Message: Please provide at least two consecutive letters.

Searching by Partial Name

To search by partial name:

1. Type in **part of the name** and press Enter on the keyboard or click the Search button. *The results are displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

brag

Enter: Name, Username (UTLN), or Email Address

Your search for '**brag**' returned 4 match(es):

#	Name	Primary Affiliation
1	Bragar, Robert L.	Fletcher School of Law
2	Bragg, David A.	Central Administration
3	Bragg, Franklin E.	Clinical Faculty
4	Bragin, Rachel L.	Graduate School of Education

Note: In the white pages, if there is an individual whose first or last name is “brag,” only exact matches will be returned. You can still search by using wildcards (i.e. brag*) and that topic is covered on the next page.

Other ways to search for an individual when you can only guess at the spelling of their name will be looked at in the next section under “advanced search.”



There is a balance to maintain when you do not know the correct spelling of someone’s name. On the one hand, typing in as much data as you can is important so that the results will be limited is one consideration. On the other hand, if you type in too much data you won’t see any results.

Searching with Wildcards

Tip



Having trouble locating an individual? Try using wildcards! A wildcard is a symbol that stands for one or more unknown characters. For example, if you know the first few words of an individual's name, but can't remember the rest, use a wildcard. Use the following examples:



If you know how a name begins:

Example: Rya

Type: Rya*

Your search for **'Rya*'** returned 43 match(es):

#	Name	Primary
1	Benson, Ryan A.	School
2	Coleman, Ryan G.	School



If you know how a name ends:

Example: ova

Type: *ova

Your search for **'*ova'** returned 35 match(es):

#	Name	Primary
1	Antonova, Ekaterina I.	School o
2	Borisova, Natasha M.	College c



If you know how a name begins and ends, but you aren't sure of the middle:

Example: Ry...ova

Type: Ry*ova

Your search for **'Ry*ova'** returned 2 match(es):

#	Name	Primary Affiliat
1	Ryazanova, Elena V.	Central Administ
2	Rybak-Akimova, Elena	School of Arts, S

Searching by Username (UTLN)

To access the Tufts network, Tufts employees must have a UTLN (Universal Tufts Login Name). If you know the UTLN of the individual that you are seeking, you can pull up their profile. To search by UTLN:

1. Type in **the full UTLN** and press Enter on the keyboard or click the Search button. *The results are displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

Your search for '**dbragg02**' returned 1 match(es):

#	Name	Primary Affiliation
1	Bragg, David A	Central Administration (Emp

Note: You cannot use a partial UTLN. Also, be aware that some employee's UTLN's end in something other than 01 (such as 02, 03, etc.), such as in the above example.

Searching by Email Address

If you know the email address of the individual that you are seeking, you can find them in the white pages. Some Tufts staff have AOL accounts or other email accounts (and one way to locate them would be to type "@aol").

Tip: If you receive an email from someone at Tufts and wish to look them up in the white pages, copy and paste their email address into this search field.

To search by email address:

1. **Type or paste in the email address.**

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

OR

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

2. Press **Enter** on the keyboard **or** click the **Search** button. *The results are displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

Your search for **'RKneef@aol.com'** returned 1 match(es):

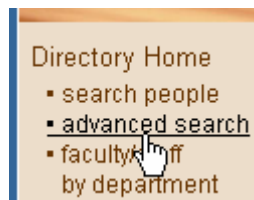
#	Name	Primary Affiliation
1	Kraus, Ronald J.	Central Administration (Employee)

Advanced Search

If you have searched for information on the web using a portal such as Yahoo or Google, you may have noticed an “Advanced Search” option. The Tufts online white pages is equipped with such a tool. The advanced search provides additional ways to look for an individual in the Tufts community.

To use the advanced search:

1. Click the **advanced search** link on the navigation bar. *The Advanced Search for People @ Tufts screen opens.*



The advanced search provides eight searchable fields. Most of the fields contain varied search options. The search options are:

is, ends, contains, sounds, and starts

Advanced Search for People @ Tufts

Choose Tufts Affiliation:

All Faculty/Staff Students

Last Name	is	<input type="text"/>
First Name	sounds	<input type="text"/>
Department/College	ends	<input type="text"/>
Job Title/Major	contains	<input type="text"/>
Work Group/Hospital	starts	<input type="text"/>
Telephone Number	contains	<input type="text"/>
Email Address	starts	<input type="text"/>
Username (UTLN)	is	<input type="text"/>

Is

Use the **is** choice for specific spellings of words. If you are using the is choice, you know exactly what you are looking for and how the word is spelled. For example, if you were looking for an employee named “bragg,” typing “brag” using the is choice would return no results.

Enter: Name, Username (UTLN), or

Your search returned no results. ←
Please refine your search or use the

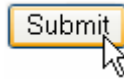
In the field of your choice (we'll use the Last Name field):

1. Click the dropdown arrow and select **is**.

Last Name	is	<input type="text"/>
First Name	is	<input type="text"/>
Department/College	ends	<input type="text"/>
Job Title/Major	contains	<input type="text"/>
Work Group/Hospital	sounds	<input type="text"/>
Telephone Number	starts	<input type="text"/>
Email Address	starts	<input type="text"/>
Username (UTLN)	is	<input type="text"/>

2. Click in the field and type.

3. Click **Submit**.



Results are returned.

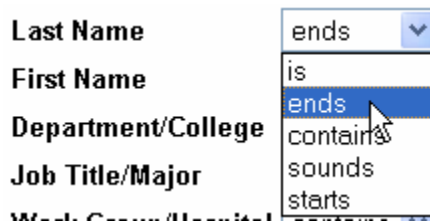
Notice that the results are displayed on the home page of the white pages, as they would be if you were using a search engine such as Google. If you wish to continue to use the advanced search feature, click the link again or click the back button on your browser.

Ends

Use the **ends** choice when you know the final spelling of the word (i.e. name/department/major) that you are looking for. Again, you need to know the exact ending of the word. For example, if you think bragg ends in ag, and you use the ends choice and type “ag” in the last name field, no results will be returned.

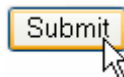
In the field of your choice (we’ll use the Last Name field):

1. Click the dropdown arrow and select **ends**.



2. Click in the field and type.

3. Click **Submit**.



Results are returned.

Contains

Use the **contains** choice when you know a segment of the word that you are searching for. For example, if I know “rag” is part of the individual’s name, use the contains choice and type “rag” into the search field.

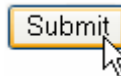
In the field of your choice (we’ll use the Last Name field):

1. Click the dropdown arrow and select **contains**.

Last Name contains ▾
First Name is
Department/College ends
Job Title/Major contains
sounds
starts

2. Click in the field and type.

3. Click **Submit**.



Results are returned.

In the following example, 28 matches were returned.

rag
Enter: Name, Username (UTLN), or Email Ad

Your search returned 28 match(es):

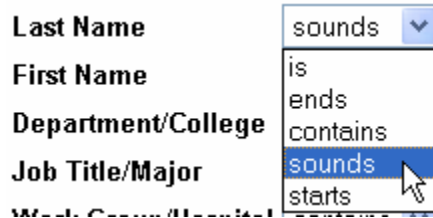
#	Name
1	Bragar, Robert L.
2	Bragg, David A
3	Bragg, Franklin E. M.D.
4	Bragin, Rachel L.
5	Courage, William M.

Sounds

Use the **sounds** choice when you know the word that you are searching for “sounds like” another word. If I think a person’s last name sounds like “blessing,” (but I’m having no luck finding it), and I’m pretty sure that their first name is Stephen, use the sounds choice. Type “blessing” or the closest sounding word into the Last Name search field. Type “Stephen” or the closest sounding word into the First Name search field. Only the Last Name and First Name fields offer the sounds search feature.

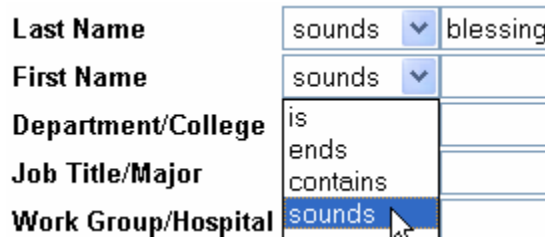
In the field of your choice (we'll use the Last Name field):

1. Click the dropdown arrow in the Last Name field and select **sounds**.

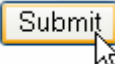


A screenshot of a search form with five fields: Last Name, First Name, Department/College, Job Title/Major, and Work Group/Hospital. The Last Name field has a dropdown menu open showing options: is, ends, contains, sounds, and starts. The 'sounds' option is highlighted with a mouse cursor.

2. Click in the field and type.
3. Click the dropdown arrow in the First Name field and select **sounds**.



A screenshot of the search form. The Last Name field has 'sounds' selected in the dropdown and 'blessing' typed in the input box. The First Name field has 'sounds' selected in the dropdown. The Department/College, Job Title/Major, and Work Group/Hospital fields are empty.

4. Click in the field and type.
5. Click **Submit**.  *Results are returned.*

In the following example, 1 match was returned.

Your search returned 1 match(es):

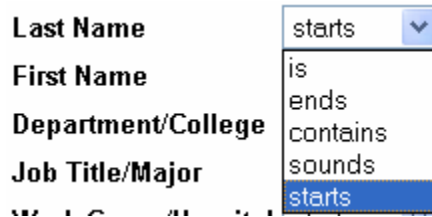
#	Name	Primary
1	Blaesing, Steven J	Central A

Starts

Use the **starts** choice when you know the initial spelling of the word (i.e. name/department/major) that you are looking for. For example, if I think a person's name begins "brag," use the starts choice and type "brag" or the closest rendering of the word into the search field.

In the field of your choice (we'll use the Last Name field):

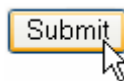
1. Click the dropdown arrow and select **starts**.



A screenshot of a search form with four fields: Last Name, First Name, Department/College, and Job Title/Major. A dropdown menu is open over the Last Name field, showing options: starts, is, ends, contains, sounds, and starts. The second 'starts' option is highlighted in blue.

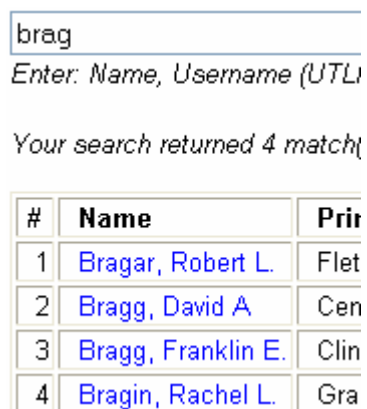
2. Click in the field and type.

3. Click **Submit**.



Results are returned.

In the following example, 4 matches were returned.



A screenshot of a search interface. At the top, a search box contains the text "brag". Below the search box, the text "Enter: Name, Username (UTL)" is displayed. Further down, the text "Your search returned 4 match" is shown. Below this is a table with four rows of search results.

#	Name	Pri
1	Bragar, Robert L.	Flet
2	Bragg, David A.	Cen
3	Bragg, Franklin E.	Clin
4	Bragin, Rachel L.	Gra

Searching with Multiple Criteria

When using a search tool such as the advanced search, fill in as much information as possible. In doing so, you increase the odds of finding the specific entry that you are interested in. At the same time, you reduce the amount of unwanted search results being returned. For example, if you know an individual's name begins with a "B," and their phone number ends in 057, you can enter that information into the two appropriate fields.

Advanced Search for People @ Tufts

Choose Tufts Affiliation:

All Faculty/Staff Students

Last Name	starts	▼	B	←
First Name	starts	▼		
Department/College	starts	▼		
Job Title/Major	starts	▼		
Work Group/Hospital	starts	▼		
Telephone Number	contains		4057	←
Email Address	starts	▼		
Username (UTLN)	is			

Your search returned 1 match(es):

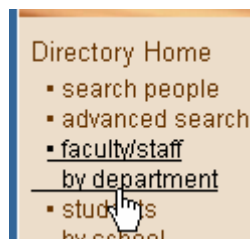
#	Name	Primary Affiliation	Phone
1	Bragg, David A	Central Administration (Employee)	(617) 627-4057

You may combine a number of search parameters, such as using the "and" operator in an internet search, you are not limited to two parameters. There is no "or" feature.

Note: The data in the Department/College field is supplied from personnel records from Human Resources or the Medical School database or SIS. If your search criteria don't return the match you are looking for, considering using another term. For instance, if you are looking for the police department, and you typed in "police," you would not get any results (Public Safety is what you are looking for). However, using the find department feature (covered in the upcoming section Searching Departments at Tufts) allows you to use aliases such as "police" for Public Safety if your department administrator has added the alias. The data in the Work Group/Hospital field is self-entered by employees, and for Clinical Faculty it feeds from the Medical School database.

Searching for Faculty/Staff by Department

The white pages provides a listing of the departments at Tufts. If you know what school or division the individual you are seeking is part of, try using this tool.



Clicking the faculty/staff by department link opens the Tufts University Schools and Divisions page. You can search by one of the nine schools or divisions at Tufts.

Tufts University Schools and Divisions

[Central Administration](#)
[Clinical Faculty](#)
[Fletcher School of Law and Diplomacy](#)
[Gerald J. and Dorothy R. Friedman School of Nutrition Science and Policy](#)
[Human Nutrition Research Center](#)
[School of Arts, Sciences, and Engineering](#)
[School of Dental Medicine](#)
[School of Medicine \(Employees\)](#)
[School of Veterinary Medicine](#)

1. Click the **faculty/staff by department** hyperlink in the left navigation graphic. *The Tufts University Schools and Divisions page opens.*
2. Click the **Central Administration** link. *The departments within Central Administration are displayed.*

Central Administration Departments

[Audit & Mgmt Advisory Services](#)

[Boards of Overseers](#)

[Brown and Brew](#)

[Campus Center - Dining Svcs](#)

[Carmichael Dining Hall](#)

[Central Kitchen and Bakery](#)

[Chaplain's Office](#)

[Communications](#)

[Community Relations](#)

[Computer Services](#)

Postal Address: 169 Holland Street Somerville 02144

Telephone(s): Academic Technology - 16 Dearborn (617) 627-3004

Administrative Computing (TAB) (617) 627-3435

Computer Support Ctr (Help Desk) (617) 627-3376

Customer Service for Data Services (617) 627-5945

Department URL: <http://www.tufts.edu/tccs>

Notice that the Computer Services link has more descriptive information than the other departments. Information such as this can be added by a departmental administrator.

3. Click the **Computer Services** link. *The people within the Computer Services department are displayed.*

Computer Services

Warning: Your search returned too many results. Not all matching entries are shown.

Search within **Computer Services:**

Enter: Name, Username (UTLN), or Email Address

#	Name	Title	Ph
1	ABBOTT, PAM		
2	Acharya, Geetanjali A.	Sr Programmer Analyst	(617)
3	Armstrong-Champ, Joseph William	Sr Database Analyst	(617)

You can now browse the listings.

This particular link returned more than 100 results, so you are warned that not all of the results are being displayed. Most departments have less staff than Computer Services, so you will not see the **red warning**.

Searching for Departments at Tufts

Besides being able to search for faculty/staff by department, the white pages has a tool for finding departments. For example, if you are not sure what division within Tufts an individual is part of, use the Search for Department at Tufts feature. If you know an individual is working in the finance department, you can type “finance” into the search field and browse the resulting listings. If the department administrator has added aliases (such as “police” for “Public Safety”), you may also search by alias.

1. Click the **find department** hyperlink in the left navigation graphic. *The Search for Department @Tufts page opens.*



2. Click in the search field and type (in this example, finance is used).



3. Click **Search**.

Search

Results are returned.

Search for Department @ Tufts

Search

Your search for **'finance'** returned 2 match(es):

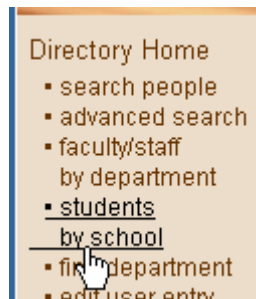
- [Finance](#)
- [Finance and Planning](#)

Searching for Students by School at Tufts

The white pages provides a tool to find a student by the school that they are associated with.

To access this tool:

1. Click the **students by school** hyperlink in the left navigation graphic. *The Tufts University Schools page opens.*



2. **Select/Click the school** from the 12 listed. *The Find a Student page opens.*

Find a Student

Search within **School of Veterinary Medicine:**

Enter: Name, Username (UTLN), or Email Address

3. **Type** the name or part of a name, UTLN, etc. into the search field. In this example, “rob” is typed.

Search within **School of Veterinary Medicine:**

Enter: Name, Username (UTLN), or Email Address

4. Click **Search.** *Results are returned.*

Your search for **'rob'** returned 6 match(es):

#	Name	Major
1	Roble, Gordon S.	VETERINARY MI
2	Redden, Robert D.	VETERINARY MI
3	Robertson, Scott A.	VETERINARY MI
4	Breen, Robert E.	VETERINARY MI
5	Robeson, Jennifer R.	VETERINARY MI
6	Harper, Robyn E	VETERINARY MI

If the returned matches are unsatisfactory:

- Click the **Back button** on the browser and type in different criteria.
OR
- Click the **students by school** hyperlink in the left navigation graphic and select another school.
OR
- Click the **advanced search** hyperlink.

Module 2

Editing the White Pages

Faculty and Staff Changes and Corrections Information

With a Trumpeter Username (UTLN) and Password, White Pages faculty and staff and Administrators may revise select entry information via features embedded in the White Pages. In addition, users may also remove their directory entries entirely from the White Pages or remove certain elements, such as a phone number, from it. The directory displays updated information, such as phone numbers or Work Group/Project, within five minutes of completion.

Note: If you have modified your source information (for example your last name or title) by making changes through the HR Service Center, PeopleSoft or a Registrar, these changes may still take days.

[Edit Your Entry](#)

On the next page are the values and display options that may be updated by Faculty and Staff and Administrators of the White Pages.

	Administrators		Faculty & Staff	
	Edit value	Display option	Edit value	Display option
Work Group (Employees Only*)	●		●	
Preferred Name	●	Entire entry	●	Entire entry
Degree(s)	●		●	
Telephone Number	●	●	●	●
Alternate Phone Number	●	●	●	●
Mobile Phone Number	●	●	●	●
Pager Number	●	●	●	●
Fax Number	●	●	●	●
Email Address		●		●
Home Page/URL	●	●	●	●

*for Clinical Faculty, Work Group is hospital affiliation from the Medical School database.

Note: If a faculty or staff member prefers not to be listed in the Tufts White Pages, he/she has the ability to remove their entry altogether. See the upcoming “Completely Removing Faculty and Staff Entries from the White Pages” section.

Preferred Name

Since the White Pages derives its information from Tufts’ PeopleSoft and Medical School databases, the legal names of faculty and staff members are, by default, displayed in the directory. Because many people do not use their legal or full names routinely, the White Pages offers users the ability to change the name that is displayed in their entry. It is important to note, however, that changing a name in the White Pages in no way affects the name to which report cards or paychecks are issued. They will continue to be issued under the person’s legal or full name even if the preferred directory name has been changed.

Work Group Affiliation

This option, available to faculty (not including clinical affiliates) and staff members, allows White Pages users to better describe the area of the university in which they work. For instance, Computer Services encompasses a host of departments, but everyone who works in the organization is listed in the White Pages as simply working in Computer Services. A Computer Services employee may wish to further elaborate on his/her position by changing the work group affiliation to Student Information Systems or WebCentral. The primary affiliation will remain intact in the directory, but when a directory user accesses the person's entry, the Work Group affiliation will also be displayed, which may help to clarify that the right person is being contacted. One of the benefits of adding a work group affiliation is that if someone is using the advanced search option to find you, they can type your work group into the Work Group/Hospital field.

Advanced Search for People @ Tufts

Choose Tufts Affiliation:

All Faculty/Staff Students

Last Name	starts	▼	
First Name	starts	▼	
Department/College	starts	▼	
Job Title/Major	contains	▼	
Work Group/Hospital	contains	▼	training ←
Telephone Number	contains		

Telephone Number

Throughout the course of a faculty or staff member's employment at Tufts, his/her phone number may change. Faculty and staff may change their phone numbers or choose to display or not to display it in the White Pages at any time.

Alternate Phone Number

When an White Pages Entry is first created for an individual, the alternate phone number field is not displayed in the White Pages. The alternate phone number option is available to all faculty and staff if they choose to update their information. There are no restrictions as to what the alternate number is. For example, faculty may choose to list their summer or home phone numbers so that students and other faculty may reach them over the summer or during breaks.

Degree(s)

Faculty and staff may add one or more degrees to their entry information. For clinical faculty, this information is fed automatically from the Medical School database.

Mobile Phone Number

A mobile phone number may be used in addition to or in place of phone numbers in the White Pages by all faculty and staff. It can be added or removed from the entry at any time.

Pager Number

A pager number may be used in addition to or in place of phone numbers in the White Pages by all faculty and staff. A pager number can be added or removed at any time.

Fax Numbers

Although not present when an White Pages entry is created, faculty and staff may add or remove a fax number to their entry at any time.

Email Address

Faculty and staff may choose to have their email address displayed or not displayed in the White Pages. An individual's email address is maintained through Trumpeter, therefore no changes may be made in the directory.

Home Page/URL

Because so many organizations and individuals have Web pages associated with them, the White Pages offers users the ability to display their Web page in their directory entry. Both personal Web pages and those with a Tufts affiliation are eligible to be displayed.

Remember to begin your URL with <http://> and test your link after making changes to the directory.

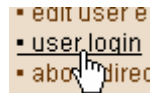
<input checked="" type="checkbox"/> URL:	<input type="text" value="http://training.tccs.tufts.edu/"/>
--	--


Updating an Entry

Faculty and staff may update their entries with the above information. To do this:

1. Open the Tufts White Pages.

2. From the left navigation pane, select **user login**.
A login screen is displayed.

A screenshot of a login screen titled 'Login Required'. On the left is the Tufts University seal. To the right are two input fields labeled 'Username:' and 'Password:'. Below the fields is a blue 'Login' button.

3. Enter your Trumpeter (email) Username and Password.
4. Click . *The following screen will be displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

You are logged in as dbragg02.

For anonymous access use Log Out option.

Cookies will be deleted automatically when you clos

5. Enter your Name, UserName (UTLN) or Email Address in the entry box.

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address


6. Click A list of matching members of the White Pages will be returned.

Your search for 'dbragg02' returned 1 match(es):

#	Name	Primary Affiliation
1	Bragg, David A	Central Administration (Emp)

7. If the listing is correct, click on the name link. The information that is currently displayed in the white pages will be displayed.
8. Click to edit the display information. The following screen will appear.

<input checked="" type="checkbox"/> Your Directory Entry	Check the box to display your Directory Entry . Warning: Unchecking this box you will remove your entire entry from the Online Directory.
Username (UTLN):	dbragg02
Department:	Computer Services
Title:	Sr. Trainer & Curriculum Spec
Work Group/Project:	<input type="text"/>
Office:	Administration-169 Holland St Medford/Somerville
Primary Affiliation:	Staff
Preferred Name:	Bragg, <input type="text" value="David A"/>
<input checked="" type="checkbox"/> Telephone Number:	<input type="text" value="(617) 627-4057"/>
<input type="checkbox"/> Alternate Phone Numbers:	<input type="text" value="(617) 627-6258"/> <input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Mobile:	<input type="text" value="(617) 555-0000"/>
<input type="checkbox"/> Pager:	<input type="text"/>
<input checked="" type="checkbox"/> Fax:	<input type="text" value="(617) 627-3205"/>
<input checked="" type="checkbox"/> Email Address:	david.bragg@tufts.edu (For account management go to Trumpeter)
<input checked="" type="checkbox"/> URL:	<input type="text" value="http://training.tccs.tufts.edu/"/>

9. Edit your entry information in the available fields being careful to add or remove check marks to include or delete information respectively.
10. Click . *A screen displaying your updates will appear. The changes will take affect in approximately 5 minutes.*

Updated Directory Entry for Bragg, David A

<u>Attribute</u>	<u>Value</u>	<u>Display</u>
Your Directory Entry:	Display/No Display option	Yes
Work Group/Project:		
Preferred Name:	Bragg, David A	
Telephone Number:	(617) 627-4057	Yes
Alternate Phone Numbers:	(617) 627-6258	No
Mobile:	(617) 555-0000	Yes
Pager:		No
Fax:	(617) 627-3205	Yes
Email Address:	david.bragg@tufts.edu	Yes
URL:	http://training.tccs.tufts.edu/	Yes

Entry Information That Cannot Be Changed

There are a few pieces of information in each faculty and staff member’s entry that cannot be changed by the user or administrator. This information is derived from official sources within the university and includes the following:

Department	Building
Campus	Title
Work Group/ Hospital (<i>clinical affiliates only</i>)	

If you discover an error or have questions about this information, please direct your inquiries to the Directory Administrator. This button is found at the bottom of your entry.

[Contact Directory Administrator](#)

Secondarily, please direct your inquiries to:

UTISC@tufts.edu

OR

University IT Support Center 617-627-3376


Completely Removing Faculty and Staff Entries from the White Pages

If a faculty or staff member prefers not to be listed in the Tufts White Pages, he/she has the ability to remove the entry altogether. To do this:

1. Open the Tufts White Pages.

2. From the left navigation pane, select **user login**.
A login screen is displayed.

A screenshot of a 'Login Required' screen. The screen has a blue header with the text 'Login Required'. On the left side, there is a circular logo for Tufts University with the text 'SIGILLUM UNIVERSITATIS TUFTENSIS' and '1854' around a central figure. To the right of the logo, there are two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'Login' button.

3. Enter your Trumpeter (email) Username and Password.
4. Click . *The following screen will be displayed.*

Choose Tufts Affiliation:
 All Faculty/Staff Students


Enter: Name, Username (UTLN), or Email Address

You are logged in as dbragg02.
 For anonymous access use Log Out option.
 Cookies will be deleted automatically when you close the browser.

5. Enter your Name, User Name (UTLN) or Email Address in the entry box.

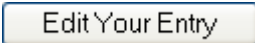
Choose Tufts Affiliation:
 All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

6. Click . *A list of matching members of the White Pages will be returned.*

Your search for **'dbragg02'** returned 1 match(es):

#	Name	Primary Affiliation
1	Bragg, David A	Central Administration (Emp)

7. If the listing is correct, click on the name link. The information that is currently displayed in the directory will be displayed.
8. Click  to edit the display information. The following screen will appear.

Your Directory Entry Check the box to **display** your **Directory Entry**.
Warning: Unchecking this box you will remove your entire entry from the Online Directory.

Username (UTLN): dbragg02
Department: Computer Services
Title: Sr. Trainer & Curriculum Spec
Work Group/Project:
Office: Administration-169 Holland St Medford/Somerville
Primary Affiliation: Staff
Preferred Name: **Bragg,**

Telephone Number:
 Alternate Phone Numbers:

 Mobile:
 Pager:
 Fax:
 Email Address: david.bragg@tufts.edu
(For account management go to [Trumpeter](#))
 URL:

9. Remove the checkmark from the “Your Directory Entry” box. *The directory entry is removed from the White Pages.*

Your Directory Entry Check the box to **display** your **Directory Entry**.
Warning: Unchecking this box you will remove your entire entry from the Online Directory.

10. Click . *A screen displaying your updates will appear. The entry will be removed from the directory within 15 minutes.*

Updated Directory Entry for Bragg, David A

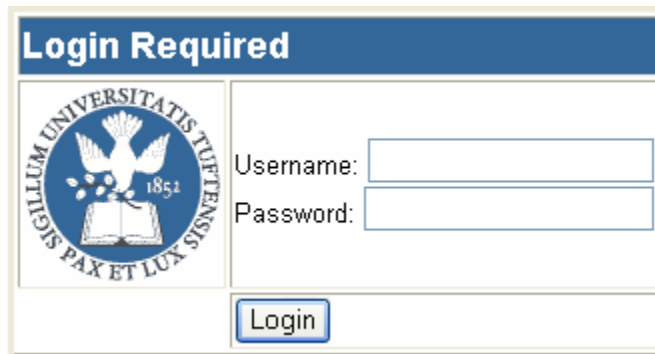
Attribute	Value	Display
Your Directory Entry:	Display/No Display option	No
Work Group/Project:		
Preferred Name:	Bragg, David A	
Telephone Number:	(617) 627-4057	Yes
Alternate Phone Numbers:	(617) 627-6258	No



Restoring a Removed Entry to the White Pages

A faculty or staff member may restore a previously deleted entry to the White Pages by completing the following steps:

1. Open the Tufts White Pages.
2. From the left navigation pane, select **user login**. *A login screen is displayed.*



3. Enter your Trumpeter (email) Username and Password.
4. Click . *The following screen will be displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

You are logged in as dbragg02.

For anonymous access use Log Out option.

Cookies will be deleted automatically when you close

5. Enter your UserName (UTLN) in the entry box. *Names and email addresses will not work if you are trying to find an entry that has previously been removed. The UTLN must be entered in order to display the data.*

Choose Tufts Affiliation:


All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

6. Click  The Update Entry page opens.

7. Restore the checkmark to the “Your Directory Entry” box. *The directory entry is added to the White Pages.*

<input checked="" type="checkbox"/> Your Directory Entry	Check the box to display your Directory Entry . Warning: Unchecking this box you will remove your entire entry from the Online Directory.
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8. Click . *A screen displaying your updates will appear. The entry will be added to the directory within 15 minutes.*

9. Log out of the system by clicking the **user logout** link.



You have been logged out.
Thank you for using the system.

Login Required



Username:

Password:

Student Changes and Corrections Information

With a Trumpeter Username (UTLN) and Password, White Pages users and Administrators may revise select entry information via features embedded in the White Pages. In addition, users may also remove their directory entries entirely from the White Pages or remove certain elements, such as a phone number, from it. The directory displays updated information, such as phone numbers or Home Page/URL, within five minutes of completion.

Note: If you have modified your source information (for example your last name or title) by making changes through the HR Service Center, PeopleSoft or a Registrar, these changes may still take days.

Below are the fields that may be updated by students and Administrators of the White Pages.

	Administrators		Students	
	Edit value	Display option	Edit value	Display option
Preferred Name	●	Entire entry		
Telephone Number		●		●
Mobile Phone Number		●		●
Email Address		●		
Home Page/URL	●	●	●	●

Preferred Name

Since the White Pages derives its information from SIS (Student Information Systems), the legal names of students are, by default, displayed in the directory. Students may not edit their preferred directory name. Because many people do not use their legal or full names routinely, the White Pages offers the ability to change the name that is displayed in their entry. Students may request that their directory administrator change their preferred name. It is important to note, however, that changing a name in the White Pages in no way affects the name to which report cards or paychecks are issued. They will continue to be issued under the person's legal or full name even if the preferred directory name has been changed.

Telephone Number

Telephone numbers come from SIS and cannot be updated in the White Pages. Students may choose to display or not to display their telephone number in the White Pages at any time.

Mobile Phone Number

Mobile phone numbers come from SIS and cannot be updated in the White Pages. Students may choose to display or not to display their mobile telephone number in the White Pages at any time.

Email Address

An individual's email address is maintained through Trumpeter, therefore no changes may be made in the directory. Students may choose to display or not display their email address by requesting that their directory administrator make the change.

Email Address: tracey.osborn@bufts.edu
Your email address is set to **display** in the **Directory**.
Contact your Directory administrator to change it.

Home Page/URL

Because so many organizations and individuals have Web pages associated with them, the White Pages offers students the ability to display their Web page in their directory entry. Both personal Web pages and those with a Tufts affiliation are eligible to be displayed.

Remember to begin your URL with <http://> and test your link after making changes to the directory.

<input checked="" type="checkbox"/> URL:	<input type="text" value="http://training.tccs.tufts.edu/"/>
--	--

Updating an Entry

Students may update their entries with the above information. To do this:

1. Open the Tufts White Pages.

2. From the left navigation pane, select **user login**.
A login screen is displayed.

A screenshot of a 'Login Required' screen. At the top is a blue header with the text 'Login Required'. Below the header is the Tufts University logo, which features a blue circle with a white eagle and the text 'SIGILLUM UNIVERSITATIS TUFTENSIS 1852' and 'PAX ET LUX SINEB'. To the right of the logo are two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'Login' button.

3. Enter your Trumpeter (email) Username and Password.
4. Click . *The following screen will be displayed.*

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

You are logged in as **tosbor01**

For anonymous access use Log Out option.

Cookies will be deleted automatically when you close the browser.

5. Enter your Name, UserName (UTLN) or Email Address in the entry box.

Choose Tufts Affiliation:

All Faculty/Staff Students

Enter: Name, Username (UTLN), or Email Address

6. Click *A list of matching members of the White Pages will be returned.*

Your search for **'tosbor01'** returned 1 match(es):

#	Name	Primary Affiliation
1	Osborn, Tracey L.	School of Dental Medic

7. If the listing is correct, click on the name link. The information that is currently displayed in the directory will be displayed.

8. Click to edit the display information. *The following screen will appear.*

Your Directory Entry	Your record is set to display in the Directory . Contact your Directory administrator to change it.
Username (UTLN):	tosbor01
College:	School of Dental Medicine
Major:	DENTISTRY
Class Year:	4TH
Primary Affiliation:	Student
Preferred Name:	Osborn, Tracey L. Contact your Directory administrator to change it.
<input checked="" type="checkbox"/> Telephone Number:	(603) 434-0337
<input type="checkbox"/> Mobile:	n/a
Email Address:	tracey.osborn@tufts.edu Your email address is set to display in the Directory . Contact your Directory administrator to change it. (For account management go to Trumpeter)
<input type="checkbox"/> URL:	<input type="text"/>

9. Edit your entry information in the available fields being careful to add or remove check marks to include or delete information respectively.
10. Click . *A screen displaying your updates will appear. The changes will take affect in approximately 5 minutes.*

Entry Information That Cannot Be Changed in Tufts White Pages

There are pieces of information in each student's entry that cannot be changed by the user or administrator. This information is derived from official sources within the university and includes the following:

Academic Unit	College
Major	Class Year
Tufts Primary Affiliation	Tufts Other Affiliations

If you discover an error or have questions about this information, please direct your inquiries to the Directory Administrator. This button is found at the bottom of your entry.

[Contact Directory Administrator](#)

Secondarily, please direct your inquiries to:

UTSC@tufts.edu

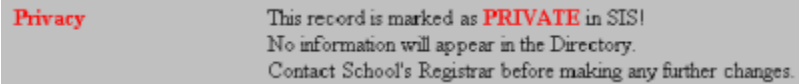
OR

University IT Support Center 617-627-3376

Completely Removing Student Entries from the White Pages

If a student prefers not to be listed in the Tufts White Pages, he/she must contact their administrator to remove their entry altogether.

Note: If a student has contacted their School's Registrar so that their information is marked "Private" in SIS, it will not display in the White Pages.



Privacy This record is marked as **PRIVATE** in SIS!
No information will appear in the Directory.
Contact School's Registrar before making any further changes.

Restoring a Removed Student Entry to the White Pages

If a student would like to be listed in the Tufts White Pages, he/she must contact their administrator to restore their entry.