Where do you look for up-to-date directory information about Penn’s faculty, students, and staff? The printed student directory? The printed faculty and staff directory? Or the online e-mail directory? The information contained in these three directories was merged into a single, comprehensive, online directory on November 18. The Penn Online Directory, developed by Business Services and Data Communications and Computing Services (DCCS), in conjunction with the E-mail Task Force and the Office of the Registrar, now contains more than 27,000 listings of faculty, staff, and students at Penn.

The data contained in the online directory, the rules governing privacy, and the way records are viewed and updated depend on whether you are a student or a faculty or staff member.

Student listings

For students, the online directory contains local address, phone number, and e-mail address. However, because the directory abides by the University’s policies on the confidentiality of student records, students who requested that the Office of the Registrar keep their local address or e-mail address private will have the appropriate information withheld from the online directory.

To change your local address or privacy settings, you can use the Penn InTouch service at https://sentry.isc.upenn.edu/intouch/. You’ll need Netscape 1.12 for Mac or Netscape 1.22 for Windows 3.1 to access Penn InTouch—older versions of the Netscape WWW browser will not work. You can also visit the Office of the Registrar in the Franklin Building if you need to make your changes in person. If your e-mail address is incorrect, please contact the computing support organization in your School to have your listing corrected.

Faculty and staff

For faculty and staff members, the online directory contains office address, office phone number, and e-mail address as listed in the University of Pennsylvania Telephone Directory. This information will not be displayed online if you specified that your information not be included in the online directory on the “1995-96 Faculty/Staff Telephone Directory Form.”

You can update only your e-mail address or privacy settings online. First access the directory home page using one of the first two methods listed in the “Accessing directory services” section below. If you have a PennNet ID, then select “Faculty and Staff Directory Update Form” and follow the on-screen instructions to update your own record. If you do not have a PennNet ID, select the “Faculty and Staff Directory Change Request Form” to send your information to directory staff for updating.

Changes in office address and phone number must be submitted in writing to Business Services, Suite 440A, 3401 Walnut Street/6228, or faxed to 898-0488.

For additional information on how to manage your directory listing, call D-IREC (3-4732) or send e-mail to directory@isc.upenn.edu.

Accessing directory services

Penn’s new directory services are accessible in the following ways:

• From Penn’s home page on the World Wide Web: Using...
available; the Penn Web Telnet service should be used instead.

• From within Elm: Select “I” from the main menu, or type ? at either the “Send the message to:” or the “Copies to:” prompt.

• From within Eudora: First make sure that the Ph option in the Configurations menu is set to directory.upenn.edu. You can then select Ph from the Special menu and follow the on-screen directions.

Note: The address for the new Penn Online Directory is directory.upenn.edu. If you use the old online directory address, whois.upenn.edu, you will be transferred to directory.upenn.edu through June 1996. Please update applications that use the directory address (e.g., Eudora and Netscape) as soon as possible.

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