This document describes how to update the college directories.

All textual information is fed through FSAS.

- 1. These instructions apply to college and departmental directories.
- Items within the orange, red, and green boxes originate from university systems. Please contact your HR Liaison at your research center or at CAS ABC HR at CAS HR@mail.colostate.edu for updates. Please included in subject line heading: FSAS Directory Update
- 3. Items within the *purple, and black* boxes can be edited by you in FSAS.

## **Color Codes**

To update, contact your admin support to update in HR. Displays in Yearly Data in FSAS

To update, contact your admin support to update in HR. Displays in **Personal Contact Information** in FSAS

To update, add degrees in **Education** in FSAS

To update add a "Personal Website http://" in **Personal and Contact Information** in FSAS. DO NOT INCLUDE "HTTP://" IN YOUR ADDRESS.

To update your photo, the college provides an opportunity to have your picture taken professionally at some functions during the year, or, you can pay to have the photo taken by campus photography with your own funds.

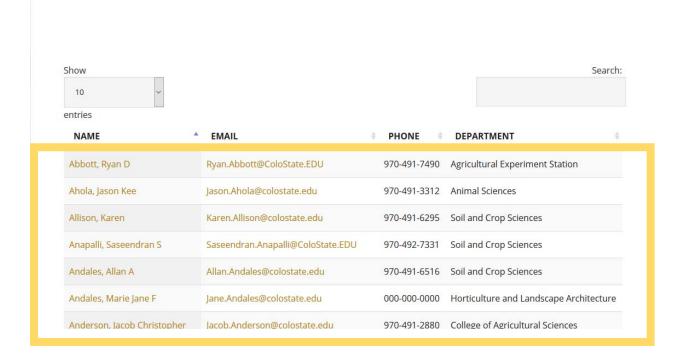
To update add a "Brief Biography" in **Personal and Contact Information** in FSAS.

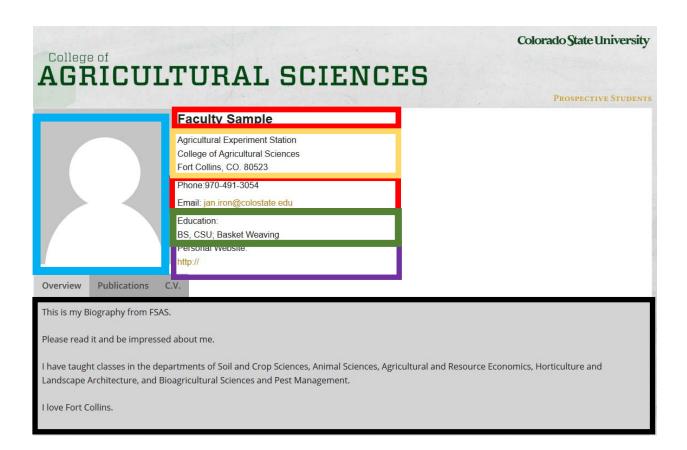
To update each directory page, contact your admin support to update in HR. Displays in **Personal** and **Contact Information** in FSAS.

Colorado State University

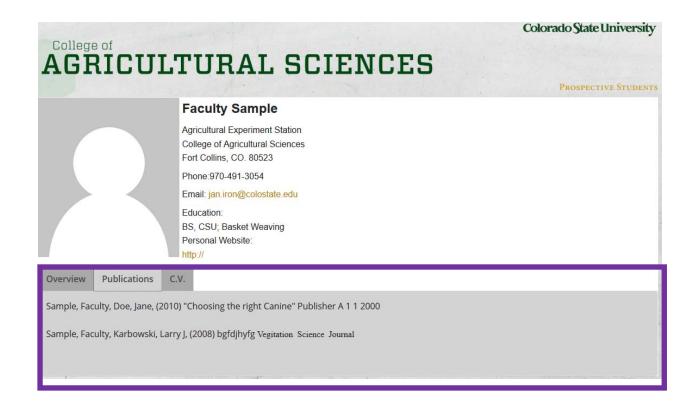
AGRICULTURAL SCIENCES

PROSPECTIVE STUDENTS





To update, add publications in Intellectual Contributions in FSAS



CV will be updated periodically for you.

