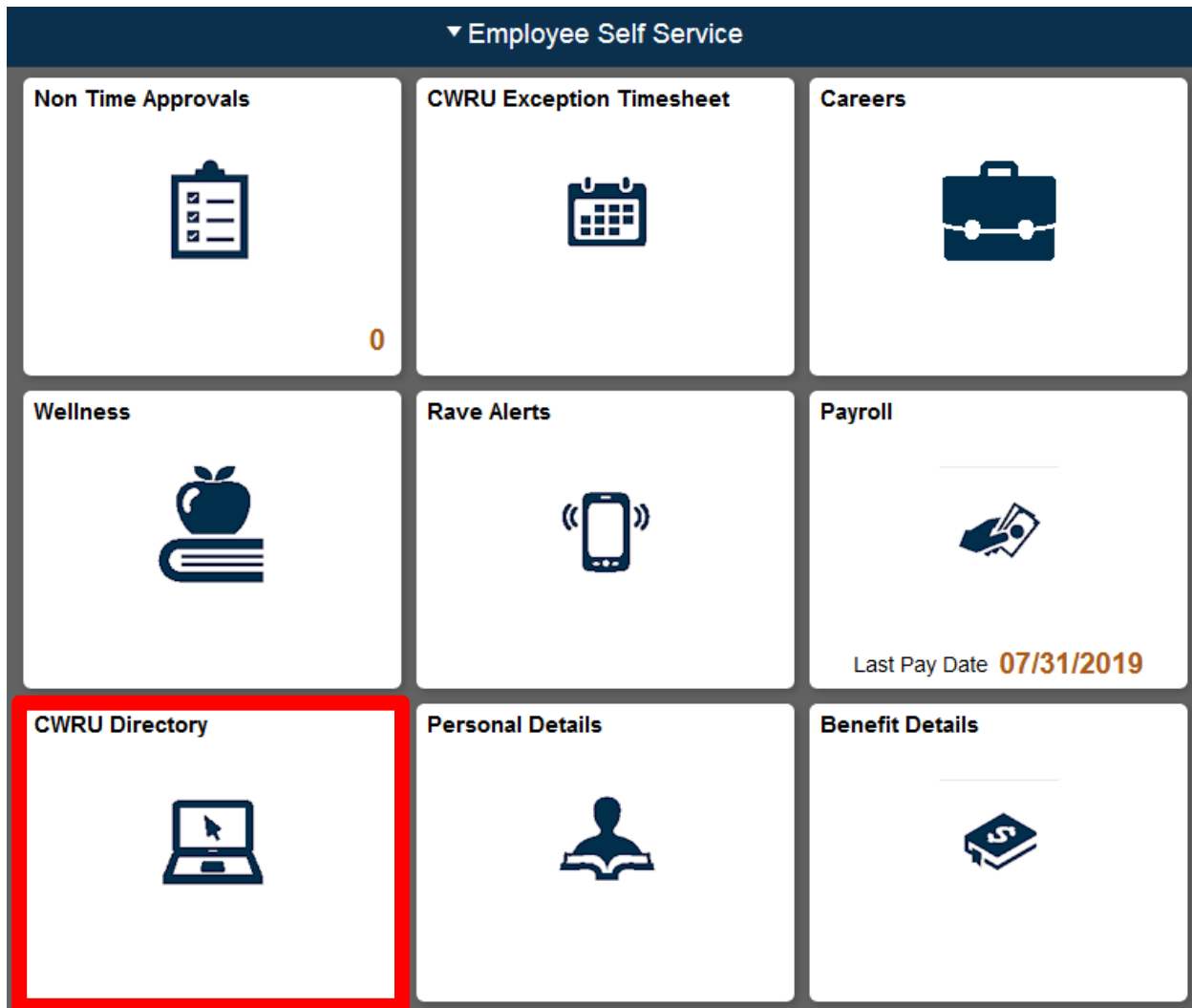## Case Directory

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.**

Step	Action
1.	Click the **CWRU Directory Tile**.

![Case Western Reserve University logo - think beyond the possible™ - EST. 1826]

CASE Directory Address

Employee Self Service   ▼ **CW Directory**

Empl ID: 8888888   Test User

Business Title: **Last Updated:**

Campus Mailing Location

Department:

Default Location Code:

Override Campus Mailing Location: 🔍

Campus Mail Building:

Campus Mail Room:

Physical Campus Office Address

Office Building: ▼   **Office Room:**

☐ Suppress Campus Office Address in Online Directory

Off Campus Office Address

Address 1:

Address 2:

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
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). Override Campus Mailing Location: 7072 🔍

Step	Action
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

Step	Action
6.	The **Campus Mail Building:** field will populate with the entry you selected. ![Campus Mail Building:]

Physical Campus Office Address

Office Building: Crawford Hall ▾   Office Room: 100

☐ Suppress Campus Office Address in Online Directory

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.

Off Campus Office Address

Address 1:

Address 2:

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
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.