



## Main Faculty/Staff Directory Page

Various ways to search/filter the Faculty/Staff Page

Print a PDF copy. The PDF will display and print information that is included in your search/filter

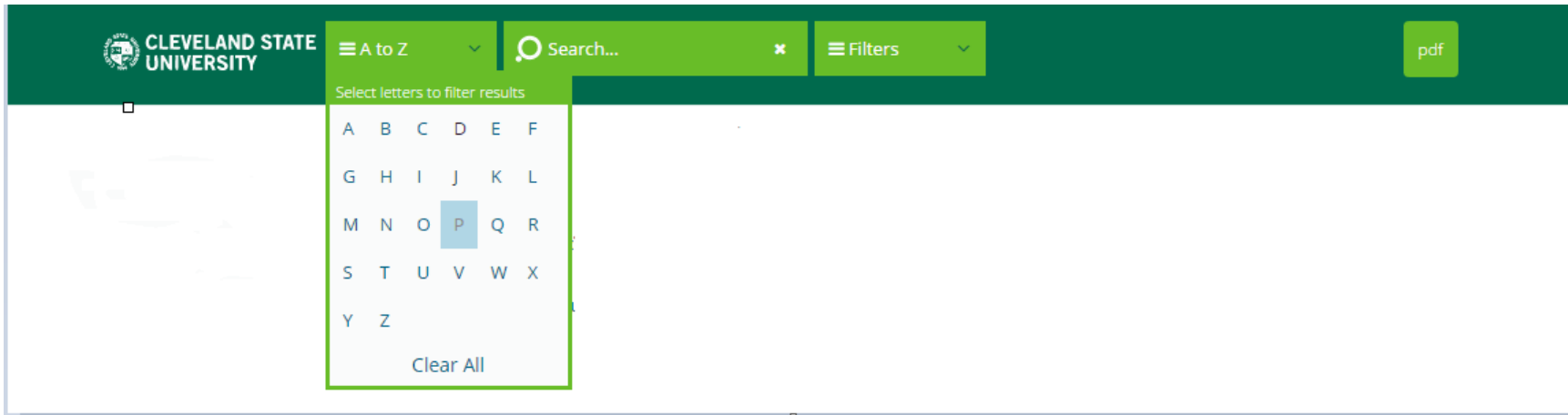
The navigation bar is a dark green horizontal strip. On the left is the Cleveland State University logo and name. To its right is a light green dropdown menu labeled 'A to Z' with a downward arrow. Next is a search box with a magnifying glass icon and the text 'Search...' followed by a close 'x' icon. To the right of the search box is another light green dropdown menu labeled 'Filters' with a downward arrow. On the far right is a light green button labeled 'pdf'.

LastName    FirstName    Email Address    Department    Title    Phone

Names are sorted alphabetically by Last Name.

## Ways to refine your search

1. A to Z search field. Search by an individual's last name.



Click on the A to Z drop down arrow. Select the letter of the last name of the individual that you are trying to search (for example, B) and the listing will return a search with all individuals with the last name B. The search will be sorted by First Name.

If you would like to print this search, click on the PDF button and the information can be printed.

Click "Clear All" under A to Z to clear all search information.

## 2. Search field with magnifying glass.

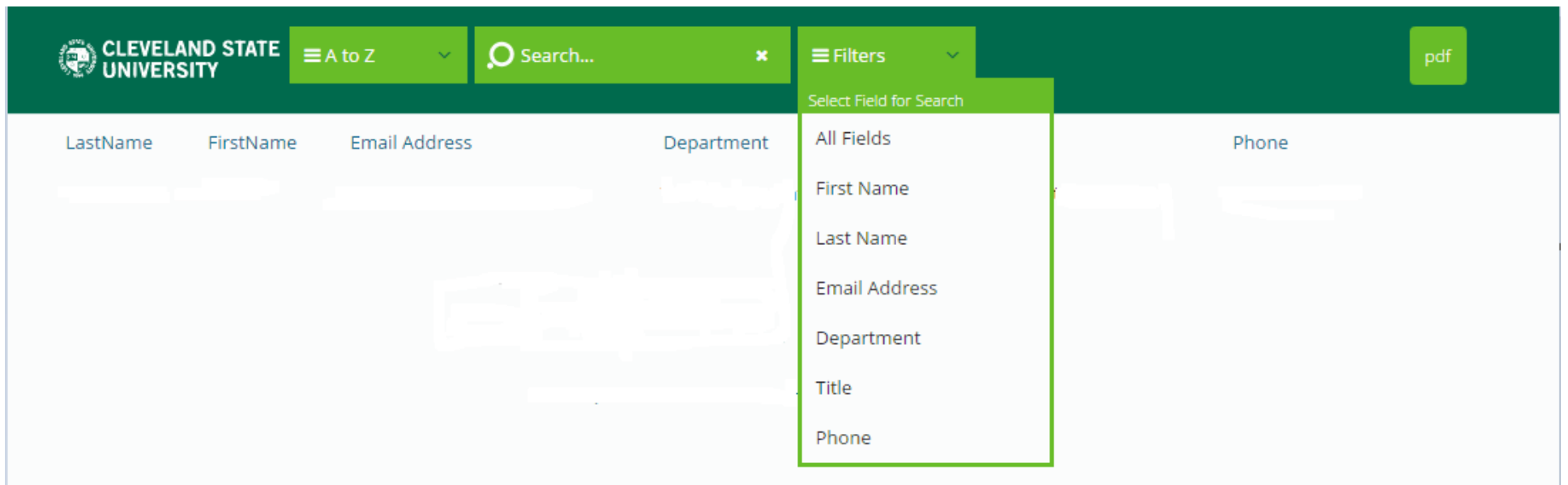


Click in the search box with the magnifying glass/search. Type in the individuals name (first or last name) or department that you are looking for and press the enter key. The search criteria will be displayed.

If you would like to print this search, click on the PDF button and the information can be printed.

Click "Clear All" under A to Z to clear all search information.

3. All fields. After entering information under the A to Z or search field, the information that was provided can be further sorted in a particular field (by last name, department, etc.)

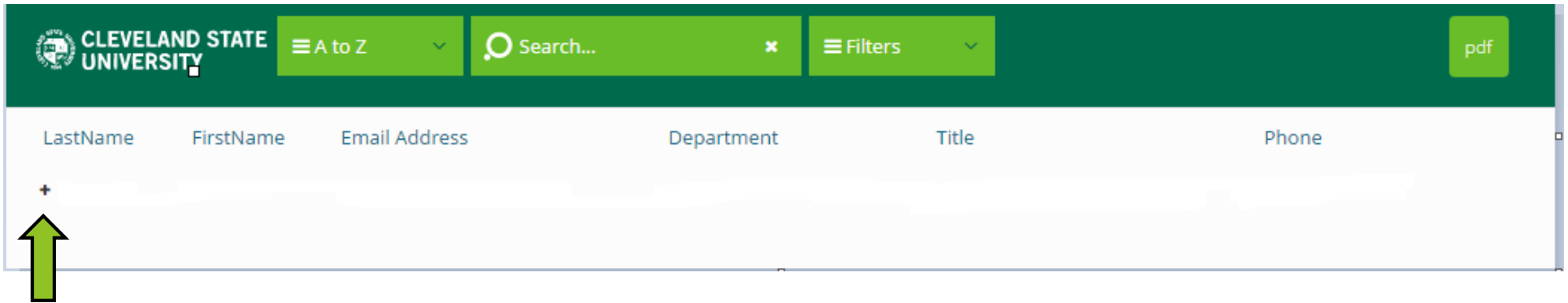


4. To view all the individuals listed in a particular department.

Search for an individual's name and click on the department name associated with the individual. All the individuals listed in the department will be listed.

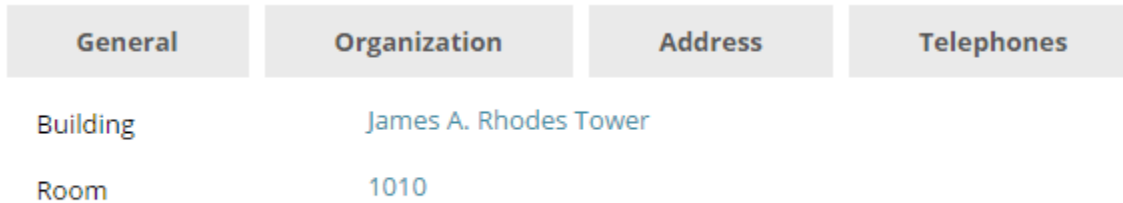
To find an individual room location:

Click on the + sign next to the individual's last name



The screenshot shows the Cleveland State University directory interface. At the top, there is a green header with the university logo, a search bar, and navigation options like 'A to Z', 'Search...', and 'Filters'. Below the header is a table with columns for 'LastName', 'FirstName', 'Email Address', 'Department', 'Title', and 'Phone'. A green arrow points to a '+' sign next to a row in the table, indicating that clicking it will expand the row to show more details.

Click on the Address tab and the room location will be displayed



The screenshot shows the 'Address' tab selected in the directory interface. The tab is highlighted in a light gray color. Below the tab, the room location is displayed:

General	Organization	Address	Telephones
Building	James A. Rhodes Tower		
Room	1010		

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