

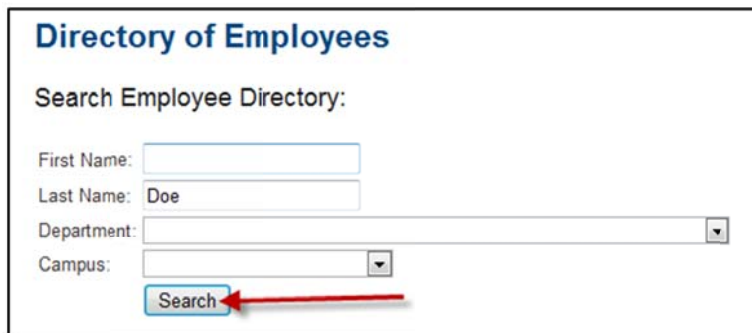
How do I search the employee directory?

To search the directory, follow the steps below:

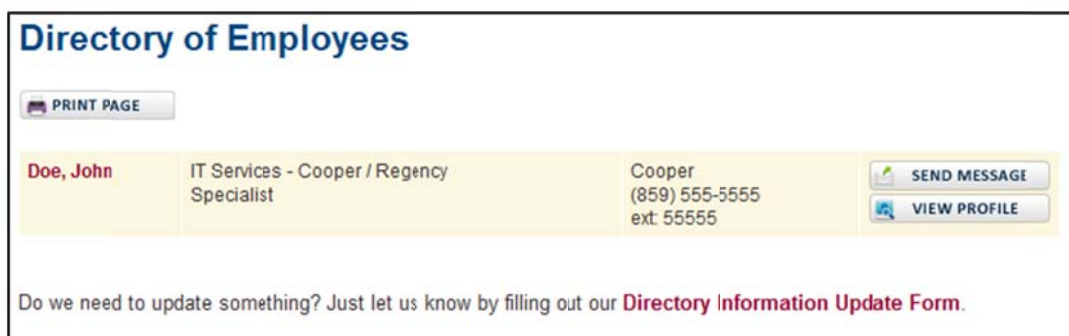
- 1) Point your browser to <http://legacy.bluegrass.kctcs.edu/directory/>. You can also access the Employee directory by navigating to the **Faculty & Staff** (top-right) page of the BCTC website and then clicking on the **Search Employee Directory** button.



- 2) Under **Search Employee Directory**, you can search by **First Name**, **Last Name**, **Department**, or **Campus**. In this instance, I am searching for the last name **Doe**.

A screenshot of the 'Directory of Employees' search form. The title is 'Directory of Employees'. Below it is 'Search Employee Directory:'. There are four input fields: 'First Name:' (empty), 'Last Name:' (containing 'Doe'), 'Department:' (empty dropdown), and 'Campus:' (empty dropdown). A 'Search' button is at the bottom, with a red arrow pointing to it.

- 3) The search results will show the employee name, work title, department, campus, and phone number. To view more information on an employee, click on **View Profile**.

A screenshot of the search results for 'Doe, John'. It shows a table with employee information. At the top left is a 'PRINT PAGE' button. Below the table is a link to a 'Directory Information Update Form'.