

# What do I do if an employee's information is incorrect or not listed in the directory?

To submit an update request, please do the following:

- 1) Point your browser to <http://legacy.bluegrass.kctcs.edu/directory/>.
- 2) At the bottom of the page, click on the **Directory Information Request Update Form** link.
- 3) You will also see this link if you have an unsuccessful search, a list of results, and at the bottom of every profile page.
- 4) Please fill out the required fields on the form below. If you have additional information, please fill out the **Optional Information** section.

### Directory Information Update Request

[Return to Directory](#)

Please provide as much information about the employee as you can. After we verify this information, we'll update the directory. Thanks for helping to keep our directory accurate.

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What is the *employee's name*? (Required)

Is this an *update*, or is this an *employee that is not currently listed* in the directory? (Required)  
 Information update  
 Employee is not listed

Are you an *employee or guest*? (Required)  
 Employee  
 Guest

Please provide an *email address* so we may contact you if we need further assistance. (Required)

**Optional Information**

If you have any additional information to provide about this employee, please fill out the optional fields below.

Work Title:

Department:

Campus:

Building:

Room:

Campus Phone:

Additional Notes: