

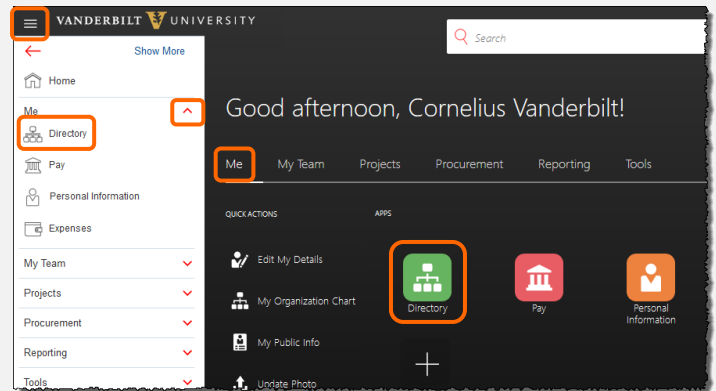
The **Directory** in Oracle Cloud can be used to view contact information for other users and review and edit your own info for the Vanderbilt community.

To access the **Directory** from the **Navigator**:

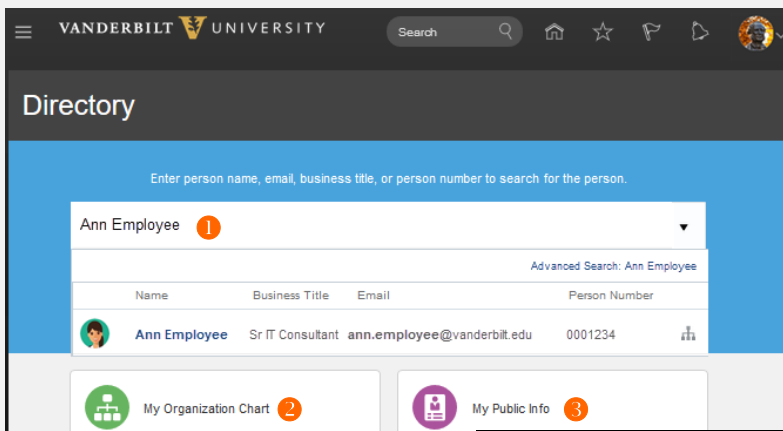
- Click the **Navigator** (top left corner), then expand the **Me** section and select **Directory**.

To access the **Directory** from your **Springboard\***

- Click the **Directory** icon (within the **Me** section)  
*(\*Available when selected in your personalizations. Click the **plus sign (+)** icon to select options for your Springboard.)*



## Navigating in the Directory

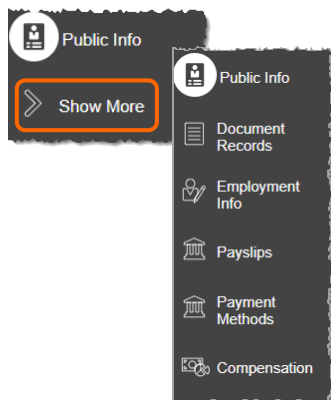


From the **Directory** landing page, you can:

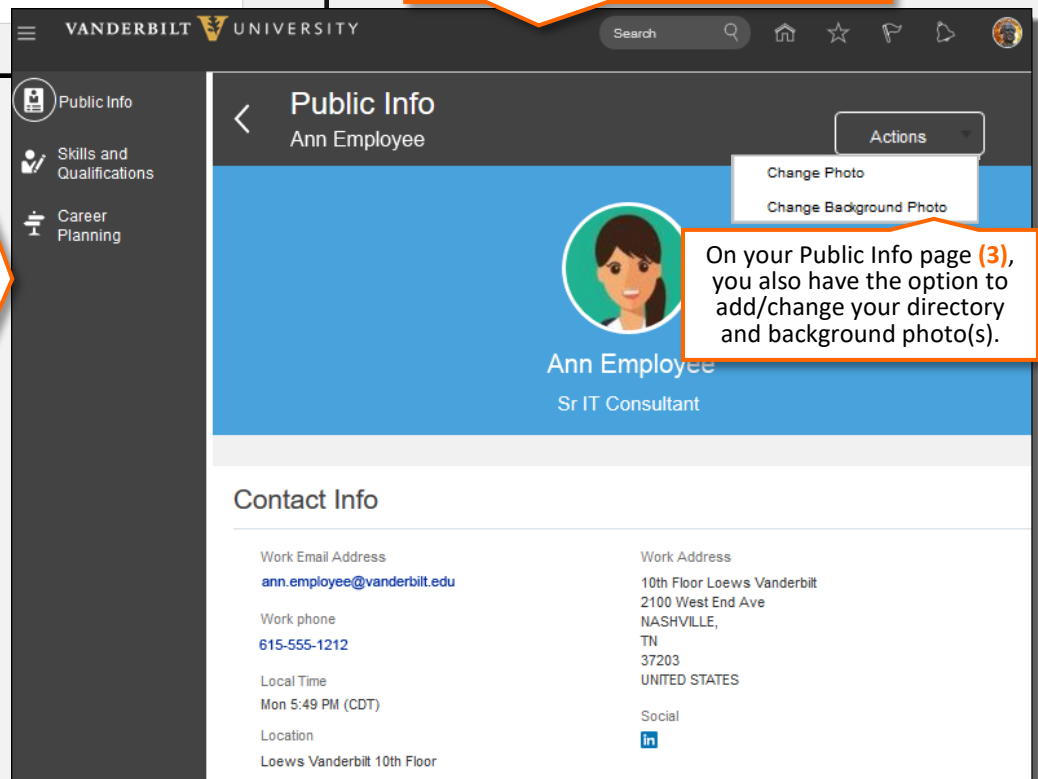
- 1 **Search** for another person by first name, last name, email, or title;
- 2 View your **Organization Chart**; or
- 3 View your own **Public Info** profile that is available to other members of the Vanderbilt community.

After you select another person (1), you can view their **Contact Info**, **Manager/Direct Report(s)** and other information they've chosen to share with the Vanderbilt community.

When you select to view your own public info (3), you can click **Show More** to see more options in the menu, such as:



**Note:** These are available for your own navigation and not part of your public info page.



On your Public Info page (3), you also have the option to add/change your directory and background photo(s).