Quick Reference Guide: The Directory

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).