1. Within the Maintain Depts link of the Directory Services channel, to modify specific department information such as building number, departmental phone number, room number, or mailing address (other than an NAU Box number) select the department you wish to modify, expand it and click the Modify link next to the General Information sub section.

2. The Modify Department page appears which contains the department’s General Information.
   a. Note: The telephone number is intended to be the main number for the department. You can add other numbers for the department under the “Department Telephone Numbers” sub heading.
   b. If you need to modify the department’s mailing address, you can enter it in the Mailing text box. ONLY do this if you are using an address other than an NAU Box.
   c. There is an optional remarks area to add location information that will be displayed before the phone number.

3. Click the Modify Department button.
   a. If your changes were made correctly, you should receive a confirmation page.

4. Click the Continue button.