You can add anyone from the LDAP directory into your department. People can be listed in multiple departments. Adding people to your department causes a person to be listed under that department.

1. To begin, select the + to expand the People subsection.
2. Next, select the Add link.
   a. Notice that you can either enter names by ID or, if you don’t know a user’s ID, you can search for them.
3. To start, let’s add users in by just using their IDs.
4. Click the Enter IDs button.
5. Enter an ID.
6. Click the Submit button.
7. To continue to add IDs, click the Enter IDs button.
8. You can also add multiple people in by putting them on individual lines.
9. Click the Submit button.
   a. If the person already exists, you will get an error message.
10. Click the Add People to Department button.
    a. As with any action, you will either receive a confirmation or an error message.
11. Click the Continue button.
    a. Notice that the two names added now show in the department structure.
12. Now let’s search for unknown IDs. Begin by selecting the Add link.
13. Begin by clicking the Search for People button.
14. Type in the name you are searching for.
15. Click the **Search** button.
16. There may be more than one person with the same name. Select the correct one by putting a check in the check box next to the name.
17. Select the check box.
18. Click the **Add to Department** button.
19. Click the **Add People to Department** button.
   a. If the name was successfully added, you will get a confirmation page.
20. Click the **Continue** button.
   a. You can also search for people based on advanced criteria.
21. To begin select the **Add** link.
22. Click on the Search for People button.
23. Select the **Go to Advanced Search** link.
24. Enter as much information as you have for the person.
25. Click the **Search** button.
26. If the person you are seeking is listed, select the check box.
27. Click the **Add to Department** button.
28. Click the **Add People to Department** button.
29. Click the **Continue** button.
   a. Of course there may come a time when you need to delete a person.
30. To begin, select the **Delete** link.
   a. You will be prompted to confirm your delete. **BE CAREFUL** as you can not undo this action once confirmed.
31. If you are sure, click the **Delete** button.
   a. As with all of the actions, you will receive a confirmation after it is complete with either a success or an error message.
32. Click the **Continue** button.
a. If a person appears in **RED** this means that they are an unpublished entity. (Only users with administrative privileges can see this unpublished data).

b. A person may become unpublished for many reasons. Some of which are: they are no longer a current employee, a student has FERPA restrictions, or an employee has requested to be unpublished.

c. This restricted data is not published in any publications, nor will this person show up in a department search.

d. Note that the information in red is privileged. Please do not disclose this information to unauthorized third parties.

e. If you feel that a person is not correctly appearing in the directory or if you have any questions in regards to privileged data, please contact the ITS Solution Center.