Information Directory Maintainer’s Training

Department Maintenance – Department Owners

1. Within the select department within the Directory Services channel, select the “+” next to Owners to modify the department’s owners information.
   a. Owners are people who can edit the information in a top level department and anything below it. To be added as an owner, one must have already completed the training you are now going through and have completed FERPA training. Then they must have contacted the Solution Center to be added to the Organization Owners LDAP group.

2. To add an owner, begin by selecting the Add link.
   a. You will now follow the same process to add an owner as you do to add a person.

3. To enter by ID, click the Enter IDs button.

4. Type in the user’s ID.

5. Click the Submit button.

6. Click the Add Owners button.
   a. You will receive a confirmation page showing either a success or error message.

7. Click the Continue button.

8. You can also remove an owner. BE CAREFUL not to remove yourself. If this happens, you will need to contact the Solution Center.

9. To begin, select the Delete link.

10. Confirm that you mean to delete this owner.

11. Click the Delete button.
   a. Your action will be confirmed with either a success or an error message.

12. Click the Continue button.
a. Occasionally when seeking support you may be asked to give the details found in the administrative information link.

13. To view, select the + link next to **Administrative Information**.
14. The details expand and you can view the Unique Node Identification Number.