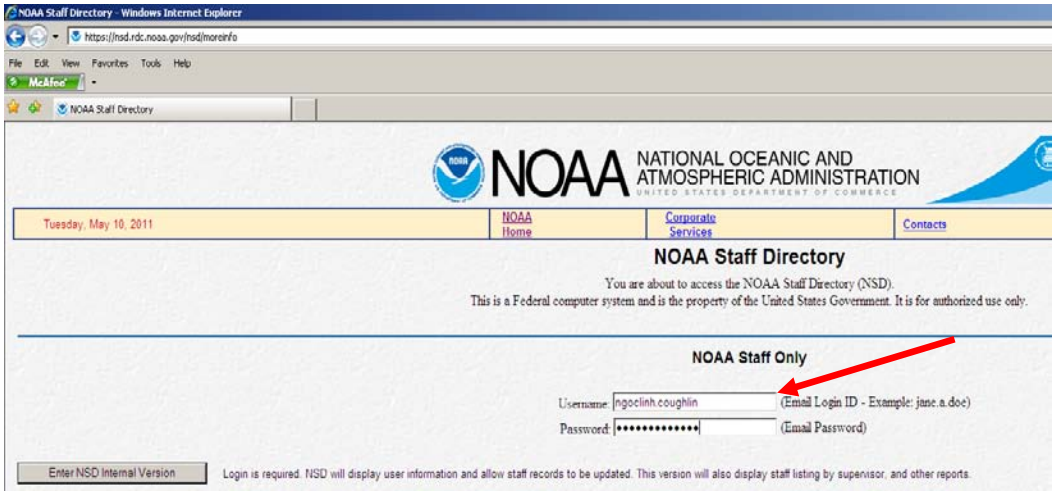
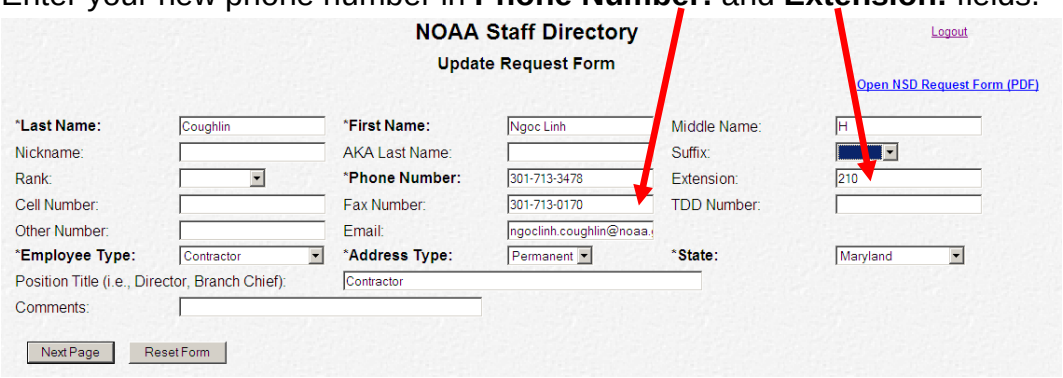
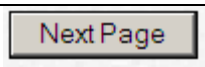
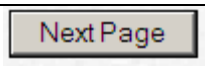
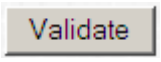
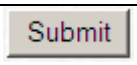
NOAA STAFF DIRECTORY (NSD) UPDATE INSTRUCTIONS

This document provides instructions to staff impacted by an office relocation or who need to update their information in the NSD. You will need your e-mail address and password to update your record. This **update is critical** to update your physical address and contact information for clients, supervisors, and the remainder of NOAA.

Note: Only an employee or supervisor may update the information for an individual in the NSD.

STEP	DETAILS
1.	*Open* your internet browser to the following **URL Link**: https://nsd.rdc.noaa.gov/nsd/moreinfo. (*For later reference, add this URL to your internet browser favorites.*)
2.	*Type* your **Username:** (which is your NOAA Network Login ID) and your **Password:** (your NOAA email password**).** Click **Enter NSD Internal Version** to open the Staff Only version of the NSD.  **Note:** The email password maybe different from your Network Login password.

STEP	DETAILS
3.	*By default, the NSD Search page opens.* *Type* in the criteria needed in the the **Last Name** field and **First Name** to search for your own profile. *Click* **Request Search** to return the search results. **Note:** A partial name search will return any names matching the criteria entered without any wild card symbols.
4.	*Select* the **toggle button** adjacent to your profile. Then *click* the **Request More Information** button.
5.	*Your NSD Profile page opens.* *Click* the **Update Member** Update Member button in the lower right corner.

STEP	DETAILS
6.	*Your Update Request Form page opens.* Enter your new phone number in **Phone Number:** and **Extension:** fields.  **Note:** If you have a new fax number, type the number in the **Fax Number** field.
7.	*Click* **Next Page**  to in the bottom left corner to continue.
8.	Update your office building and room number. *Select* the new **Physical Address** from the drop down menu. *Type* in your new **Room** (or Cubicle) or **Suite** number.
9.	*Click* **Next Page**  to in the bottom left corner to continue.
10.	Review your information is accurate before you continue. *Click* **Validate**  to in the bottom left corner to continue.
11.	*Click* **Submit**  to in the bottom left corner to continue. *By default, the NSD Search page returns.*

STEP	DETAILS
12.	*Select* the **Logout** hyperlink in the upper right corner and when updates are completed. You and your direct supervisor will receive an email message confirming the actions you took to update your NSD information. See Sample below: **NOAA Staff Directory Activity for Ngoc Linh Coughlin.** NOAA.Staff.Directory@noaa.gov Sent: Tue 5/10/2011 11:29 AM To: NgocLinh.Coughlin@noaa.gov Cc: Jeremy.Andrucyk@noaa.gov; NgocLinh.Coughlin@noaa.gov THIS IS AN AUTOMATICALLY GENERATED EMAIL. A request to make some changes in the Staff Directory for Ngoc Linh Coughlin has been completed. This request was submitted by ngoclinh.coughlin. If revised data contains errors, please contact Production Control - 301-444-2700, or email to NOAA.Staff.Directory@noaa.gov. This message was generated by the NOAA Staff Directory for the ASD/SDB Production Control.