

**UPDATING INFORMATION IN THE PARTNERS TELEPHONE DIRECTORY**

1. Logon to a Partners PC using your personal username.
2. Open the Partners Telephone Directory on your desktop
3. Click on, **Go: Directly to my entry** (requires Partners network logon)(upper right of page)
4. If your name is not listed in the Directory please follow the **Not in the Partners Directory** instructions below.
5. Please, check that your contact information is correct. If not, then
  - Select **Edit this entry** on the bottom left of the page.
  - Click on the Edit button next to the set of information you wish to edit or add and select.
    - Institution           **MGH**
    - Department         **Radiology**
    - Sub department   (area where you work)
  - Edit phone number and location
  - Click on **File** to save changes.
  - Click on **Back to search results** to exit. (Top left of page)
6. Sign and date this form and return to your manager to confirm that you have updated your information.

**NOT IN THE PARTNERS DIRECTORY**

If you are not in the Partners Telephone Directory, please e-mail [isppdedits@partners.org](mailto:isppdedits@partners.org)  
With the following information:

1. Full Name	
2. Network Logon (not password)	
3. Institution: (specify MGH)	
4. Department (Radiology)	
5. Sub-department (i.e., CT, MRI, etc.)	
6. Email Address	
7. Phone #	
8. Fax #	
9. Office Location: (Building, Floor, etc.)	

Please confirm the department location and telephone number to be used in the Partners Directory with your Manager.