

# KAPI'OLANI COMMUNITY COLLEGE UH FACULTY/STAFF DIRECTORY FORM

Please complete the "UH Faculty/Staff Directory Form" to add, delete, or update your information in the UH System's online directory, which can be found at: <http://hawaii.edu/directory/index.php> Note: **Items marked with an asterisk (\*) are required fields.** Also, if you are leaving the Kapi'olani Community College campus, you must complete this form to delete your name from the online directory for our campus.

Action (Select One)

UH Number (Click [here](#) if UH Number unknown)\*

Name\*

Last, First (with no periods); Smith, John Jr

Email

nobody@hawaii.edu

Office Phone\*

734-1111

Office Fax

Office Location\*

'Ilima 209

Job Title\*

Department Name\*

Departmental Approval\*

\_\_\_\_\_  
Approval Signature

Submit completed form to HR for review. Auxiliary Services will complete Directory update.

For HR use only:  
Date sent to Aux: \_\_\_\_\_

For AUX use only:  
Date sent to UR: \_\_\_\_\_

Revised 10/2017