Welcome new Faculty or Staff Member,

Edgewood Express is a campus-wide tool for communication. On this system there is a searchable directory. This means that if a student or someone from off-campus would like to search for the phone number or email of a particular faculty or staff member, they will be able to do so.

The following WORK information will be made available: Name, Phone Number, and Email. **If you are comfortable with your contact information being available through the searchable name directory, you do not need to do anything.**

We realize that not all faculty and staff will want their contact information to be publically available; therefore you can **OPT-OUT.**

If you want to **OPT-OUT** or disable the ability for someone to search for your contact information, follow the directions below. This will not only disable the public search, it will also disable the ability for someone logged into Edgewood Express to find your contact information. This will only impact your contact information in Edgewood Express (to login you have to be eligible to be on the Edgewood network.)

*Please note that student information will remain unavailable for public searching.*

**OPT-OUT Directions**

1. Go to Edgewood Express
   - www.edgewood.edu>Faculty & Staff OR [https://express.edgewood.edu/ics](https://express.edgewood.edu/ics)
2. Log-in
3. Click on Personal Info
   ![Welcome back Amy M Smyth Personal Info Logout](image)
   This takes you to the My Info page
4. Click on Privacy Settings
   ![My Info Account Info Photo Custom Info Office Hours Biographical Info Academic Info Privacy Settings Name](image)
5. If you do not want your NAME, Phone, and Email to be displayed:
   a. Uncheck “Show me in campus directory”
   b. Click submit
   c. Your name and any other contact information will not be displayed in the directory.

Other questions:

**What does Constituent Search mean?**
That is related to the Alumni module, which we are currently not using.

**Should I check any of the other fields, like Address, Employer, etc...?**
No leave those fields unchecked. They are used for the Alumni module.

**Who do I contact with questions?**
Contact the Technology Assistance Center (TAC) at 663-6900 or Technology-Assistance@edgewood.edu