

# THE MARICOPAN

NEWS ABOUT THE MARICOPA COMMUNITY COLLEGES FOR EMPLOYEES

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## How to Update Your Phone Number in the Employee Directory

*Monday, July 3, 2017*



It's time to verify and update your contact information in the Employee Directory. If you have ever had the experience of looking up a colleague in the directory only to find missing information, then you understand the importance of keeping the directory up-to-date.

If you are new to the District, you will want to ensure your contact information is listed in the directory. If you are a veteran, you will want to verify your directory information is current.

First, check how you are listed in the [Employee Directory](#) by searching for your name. If your phone number or room number is incorrect or unlisted, follow these steps to ensure your colleagues have the most up-to-date information.