

CVHS Directory Guide

How to Update Your O-Key and Directory Profile Information

The directory module and system implemented in the new CVHS website makes it easier than ever to update your public-facing directory information, including your name and work contact information. It also allows you to upload information about your expertise, biography and a link to your vita. You may also upload a headshot as well.

The new CVHS directory sources its information from O-Key, which is where Oklahoma State University's official public directory already gets its current information. The new system in place on CVHS's website as well as a unified campus-wide system makes it much easier to maintain the correct information in all of the university's directories as well as the OSU Expertise Listings (<https://app.it.okstate.edu/Expertise/>). This new system currently updates manually every week and will soon automatically update every 24 hours so that you can ensure your directory profile is always up-to-date.

If you wish to change your O-Key contact information and/or your expertise information, please follow the steps below. Remember to remove any personal information you do not wish to remain viewable by the public.

Step One

Navigate to Oklahoma State University's main website at www.okstate.edu. On the top menu bar, move your cursor over "Faculty / Staff" and then down to "Online Support" where you will find the "Orange Key (O-Key)" link. Click it.



The screenshot shows the Oklahoma State University website navigation menu. The top navigation bar includes "About OSU", "Academics", "Faculty / Staff", "Student Life", and "Future Students". The "Faculty / Staff" menu is expanded, showing "Online Support" with a link to "Orange Key (O-Key)". Other menu items include "Employment", "Resources", and "Services".

Employment	Online Support	Resources	Services
Human Resources	Orange Key (O-Key)	Faculty Council	Campus Police
Payroll Services	Bursar	Staff Advisory Council	Campus Safety
Benefits Information	Web for E-Orange Key (O-Key)	University Club	Counseling Services
Job Search	Helpdesk	Edmon Low Library	Health Services
Training Opportunities	Faculty/Advisor Self-Service (SIS)	Institute for Teaching and Learning	Physical Plant
Supervisor Toolkit	E-mail Access	Excellence (ITLE)	Sereitan Wellness Center
Holiday Schedule	Information Technology	Website Assistance	Fitness Memberships
	Software Distribution	Environmental Health and Safety	Transportation Services
	Administrative Information	Emeriti Association	Parking and Transit Services
	Resources Systems (AIRS)	Travel	University Mailing Services
			Athletic Ticket Office

the 30 most amazing college unions and campus centers in the United States. [+ read more]

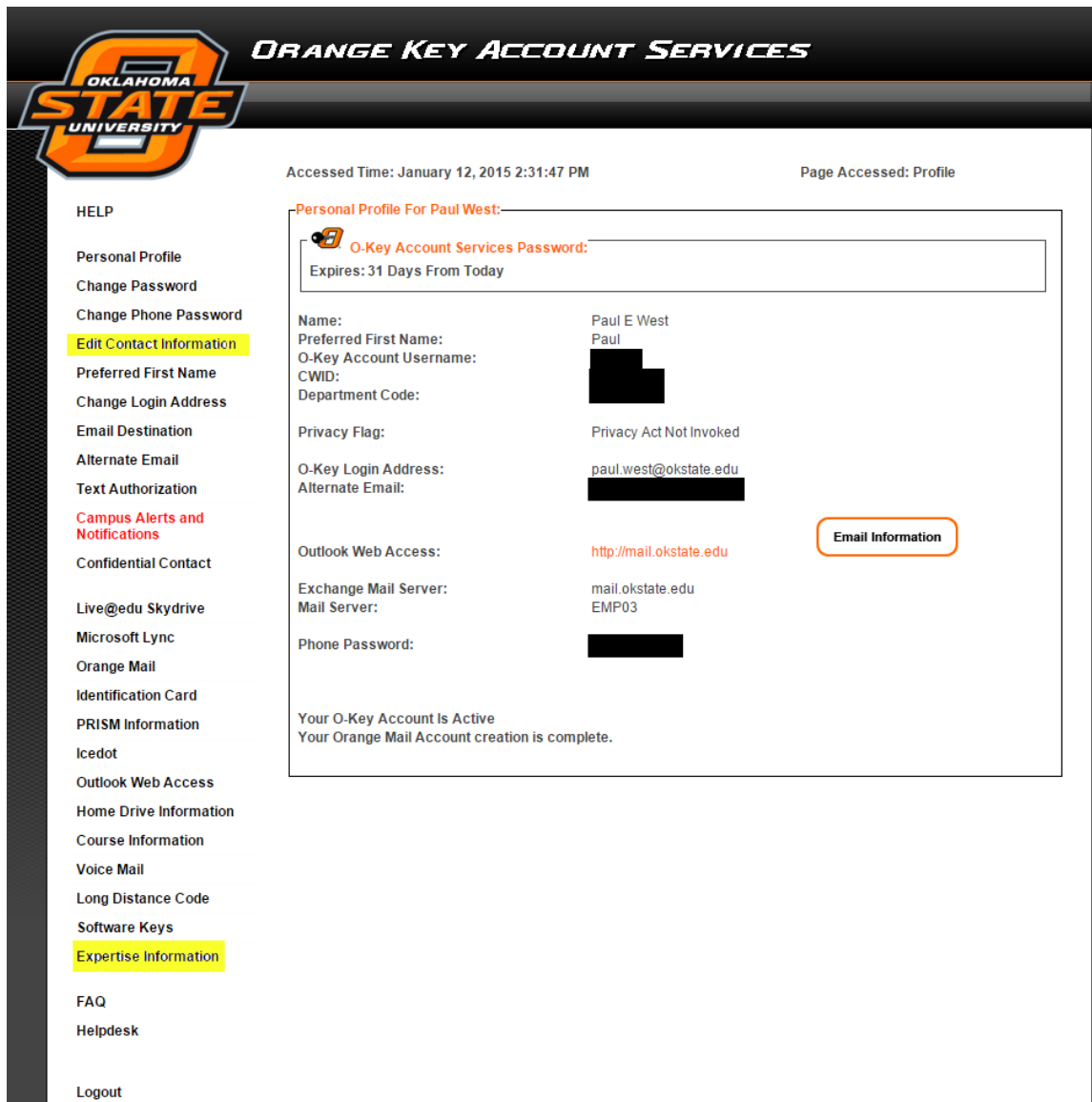
Step Two

Please enter your OSU login information when prompted on the O-Key login page.

Step Three

Once logged in, you will see the “Personal Profile” page. This page lists important information related to your employment at OSU, including your campus-wide ID (CWID), O-Key Account Username, and other vital information.

On the left menu, you will find many links to make changes to your O-Key account. You may setup and change any of these settings. For updating the directory, the main two areas have been highlighted – “Edit Contact Information” and “Expertise Information”.



The screenshot shows the 'Orange Key Account Services' interface. At the top left is the Oklahoma State University logo. The header text reads 'ORANGE KEY ACCOUNT SERVICES'. Below the header, the page is titled 'Personal Profile For Paul West:'. The page is accessed at 'January 12, 2015 2:31:47 PM' and the page accessed is 'Profile'.

The main content area displays the following information:

- O-Key Account Services Password:** Expires: 31 Days From Today
- Name:** Paul E West
- Preferred First Name:** Paul
- O-Key Account Username:** [Redacted]
- CWID:** [Redacted]
- Department Code:** [Redacted]
- Privacy Flag:** Privacy Act Not Invoked
- O-Key Login Address:** paul.west@okstate.edu
- Alternate Email:** [Redacted]
- Outlook Web Access:** <http://mail.okstate.edu>
- Exchange Mail Server:** mail.okstate.edu
- Mail Server:** EMP03
- Phone Password:** [Redacted]


At the bottom of the profile information, it states: "Your O-Key Account is Active" and "Your Orange Mail Account creation is complete." There is an "Email Information" button next to the Outlook Web Access link.

The left sidebar contains a menu of options:

- HELP
- Personal Profile
- Change Password
- Change Phone Password
- Edit Contact Information**
- Preferred First Name
- Change Login Address
- Email Destination
- Alternate Email
- Text Authorization
- Campus Alerts and Notifications
- Confidential Contact
- Live@edu Skydrive
- Microsoft Lync
- Orange Mail
- Identification Card
- PRISM Information
- Icedot
- Outlook Web Access
- Home Drive Information
- Course Information
- Voice Mail
- Long Distance Code
- Software Keys
- Expertise Information**
- FAQ
- Helpdesk
- Logout

Step Four

Navigate to "Edit Contact Information" first. Here you may update your work-related contact information. Please do not include your personal address; however, you may include your personal phone number if you wish.



ORANGE KEY ACCOUNT SERVICES

Accessed Time: January 12, 2015 2:35:18 PM Page Accessed: Contact Info

HELP

- Personal Profile
- Change Password
- Change Phone Password
- Edit Contact Information**
- Preferred First Name
- Change Login Address
- Email Destination
- Alternate Email
- Text Authorization
- Campus Alerts and Notifications
- Confidential Contact

Live@edu Skydrive
Microsoft Lync
Orange Mail
Identification Card
PRISM Information
Icedot
Outlook Web Access
Home Drive Information
Course Information
Voice Mail
Long Distance Code
Software Keys
Expertise Information

Contact Information For Paul West:

OSU Veterinary Medicine Affiliated Work Address

If you have not been assigned an office, use the address of your unit administrator. You may update this information at anytime.

Street (Line 1):

Street (Line 2):

City:

State:

Zip: -

Phone: - -

The information provided will be part of the public Online Directory and will also be used by Operator Services. It is the responsibility of each individual to ensure that this information remains current.

Step Five

On the left menu bar, navigate to “Expertise Information”.

Here you may enter your expertise information, vita URL, and biographical information. You should also upload a professional photo headshot to complete your directory profile.

If you are unable to get your photo to upload correctly due to size restrictions, please email me your request and attached the photo to paul.west@okstate.edu. I will resize the photo to fit the size constraints and email it back to you to upload.


Click “Upload Expertise” and your new information will be uploaded.

The screenshot shows the 'Expertise Information' page for Paul West. The page header includes the Oklahoma State University logo and the text 'ORANGE KEY ACCOUNT SERVICES'. The user's name 'Paul West' is displayed in red. The page is accessed at 2:36:19 PM on January 12, 2015.

The left sidebar contains a navigation menu with the following items: HELP, Personal Profile, Change Password, Change Phone Password, Edit Contact Information, Preferred First Name, Change Login Address, Email Destination, Alternate Email, Text Authorization, Campus Alerts and Notifications, Confidential Contact, Live@edu Skydrive, Microsoft Lync, Orange Mail, Identification Card, PRISM Information, Icedot, Outlook Web Access, Home Drive Information, Course Information, Voice Mail, Long Distance Code, Software Keys, Expertise Information, FAQ, Helpdesk, and Logout.

The main content area is titled 'Expertise Information For Paul West:'. It is divided into two sections: 'Current Expertise Information' and 'Add/Update Expertise Information'.

Current Expertise Information:

- Picture: 
- Expertise Information: Digital Media, Video Production, Aerial Cinematography
- Expertise Vita URL: No Vita URL found.
- Biographical Information: No Biographical Information found.

Add/Update Expertise Information:

Upload new picture:
Please Note: If you are visually impaired and would like to have a picture added to your okey profile, please send a request to the IT Help Desk at helpdesk@okstate.edu with the picture attached. The picture must comply with the requirements listed below.

Picture Requirements:
Picture must be in portrait format.
Picture must be less than 60KB.
Picture must be a valid jpeg file.

No file chosen

Add/Update Expertise:
Expertise Information Requirements:
Please enter the subjects that you are considered to be an expert on below:
(i.e. crop rotation, digital media, ag communications, etc.)
Maximum number of characters is 3990.
Entries must be alpha numeric characters separated by a comma.

Vita URL:
Example <http://www.okstate.edu>

Biographical Information:

Final Product

Once you have uploaded and updated all your information (and the directory system updates, which could be as short as 24 hours and as long as a week), your new CVHS directory profile will resemble the one below:

Paul West 405-744-6728

Paul West

WEB DES
DEAN OF VETERINARY MEDICINE
paul.west@okstate.edu

 308 MCELROY HALL
OSU Stillwater

 405-744-6728

Expertise:
Web Design, Digital Media, Video Production, Aerial Cinematography



Questions?

If you have any additional questions about updating your directory profile information, please email me at paul.west@okstate.edu

Thanks!