

Directions for Reviewing and Updating your Listing in the Campus Directory

To Review Your Listing on the Campus Website

1. Go to the campus home page at www.beaver.psu.edu.
2. Click on “Campus Directory” in the upper right of the screen.
3. Please click on any links related to you and your department.
4. If the information listed for you/your department is correct and complete, you don’t need to do anything.

To Add or Update Information for your Listing in the Campus Directory

1. Go to <https://www.work.psu.edu>.
2. Log in with your Penn State Access account.
3. In the lower part of the middle column, click on the box marked “Add/Change Other Directory Information” to make any needed updates or corrections.

Important: If you have a link to a personal website under your listing, please make sure the link works and the information is correct. If your information isn’t accurate, please delete the link to your personal website until you can update your information.

If you have any questions regarding your directory information or if you need assistance, please contact community relations staff assistant Renata Shaw at rxm70@psu.edu or 724-773-3553.