This week’s Did You Know:

FACULTY & STAFF DIRECTORY NOW DISPLAYS PREFERRED NAMES

You may now request to display a preferred name in the Katz faculty and staff directory.* You can view the Pitt Business directory at joe.katz.pitt.edu/directory.php.

We recommend faculty & staff check their entries occasionally in the Pitt Business directory to make sure all information is correct. If you find any inaccuracies, click the Faculty/Staff: Need to update your directory entry? link beneath the list with any updates. If you have a preferred photo, you can attach it to the email.

If you need to look up a person by their Pitt ID, you can go to find.pitt.edu.

PhD students can add or modify information by emailing webupdates@katz.pitt.edu. The PhD student directory is located at www.katz.business.pitt.edu/degrees/phd/students.

*Preferred names will only show in the directory at this time. This does not update your official employee record.

CONTACTING KATZ IT

All IT issues, even those that typically require an IT director’s assistance, should be emailed to the KITS help desk. Katz IT Services uses an efficient ticketing system to help us organize and service business requests from faculty, staff, and students. To request IT assistance, email our help desk at it@katz.pitt.edu. This email is constantly monitored, and tickets are created by our help desk staff. If you are trying to reach an individual Katz IT staff member for support, it’s fastest to email the help desk for new issues instead. This allows us to use our ticket system to efficiently prioritize and assign tasks, especially if the person you’re trying to reach isn’t available. If you need immediate assistance, please call us at 412-648-1601.

UPDATE YOUR EMERGENCY CONTACT INFORMATION

The Emergency Contact Form is now located in JOE. Please log in to JOE and review your emergency contact information. To access the form:

1. Log in to joe.katz.pitt.edu using your Pitt credentials.
2. Click the Emergency Contact Information link located in the Faculty menu (for faculty members) or the Staff menu (for staff members).
3. Review and update your contact information. Please note that the First Name and Last Name fields for each contact are required.
4. Click the Save button at the bottom of the screen.

If you have any issues accessing the form or updating your contact information, please contact the KITS help desk at it@katz.pitt.edu or call 412-648-1601.

And don’t forget:

Want to learn about new technologies over the summer? Lynda.com is a free educational service available through Pitt which focuses on technology education, including applications of technology in business. You can find a link to it through my.pitt.edu, or check out http://technology.pitt.edu/service/online-technology-training-lyndapittedu for more information.