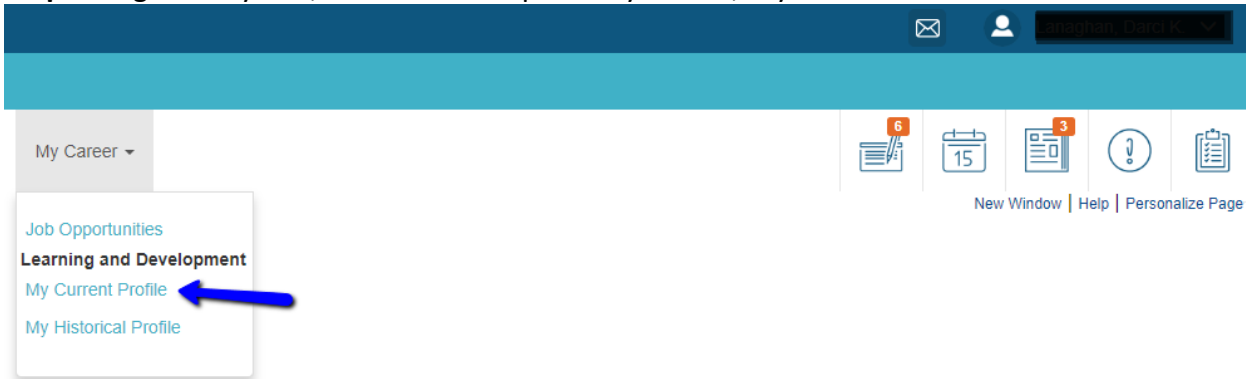


Updating Your Work Location in myFSCJ

All employees must update their physical office location in myFSCJ in order to populate their location in the Microsoft Outlook Active Directory. Failing to enter this information will result in an employee being omitted from any distribution lists made from the Active Directory. The following tutorial will guide you through the process.

Step 1: Log into myFSCJ, and follow the path: My Career, My Current Profile.



Step 2. Add New Location (new employees) or Edit the Current Location (current employees).

▼ Instructions

Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content that can be updated includes an Edit and Delete button next to each item.

Print Comments

Add new Location in the given grid. Edit Location by selecting the edit button.

Location	View All	First 1 of 1 Last
Content Item ID	Edit	Delete
Current Location		

+ Add New Location

Save

Step 3. Update the Campus/Bldg. and Room # fields. The magnifying glass icon will bring up a list of options.

Update item details, then select OK to apply changes and return. Select [Return to Previous Page](#) to return without any changes.

Details

*Effective Date	<input type="text" value="11/01/2015"/>	
Content Item ID	LOCATION	Current Location
Campus/Bldg	<input type="text" value="J01200101"/>	FSCJ Administrative Offices
Room #	<input type="text" value="00101L"/>	00101L

OK