Printed Campus Directory Versus Online Campus Directory - What You Need To Know

How to Update Your Campus Directory Information
*The deadline for updating your campus directory information has been extended to 5 p.m. on Wednesday, September 17. There is no deadline for updating your information for the online directory.

How To Make Updates:

1. Log into Pioneer Web with your username and password
2. Select "Change Personal Info & PWeb Settings"
3. Select "Update Personal Data"

Under the "Current Information" column you will see your current directory settings. To make changes, simply enter the new information into the "Revised Information" column. You may also select whether or not you want certain information published in the annual printed campus directory and online campus directory by using the check boxes under the "Change Availability of Information" column. Once you have finished updating your information, don't forget to click on "Submit Modifications". Your information is then automatically forwarded to the appropriate departments for final updating. While the online directory updates nightly, at times of heavy workload or when the updated information is received near the end of a work day, there may be a one day delay in the information updating. If after two business days, your directory entry is not accurate, please contact Human Resources at ext. 4818 or hr@grinnell.edu

Who Can See My Information?

Your name, email, department, title, and campus phone number is the only information available to individuals inquiring from off campus computers who are not members of the Grinnell College community. You image is not available to individuals inquiring from off campus computers who not members of the Grinnell College community.

Help Us Do Some Community Building – Let's Celebrate Your Milestones!

New this year, we are doing some community building by celebrating work anniversaries and birthdays (year of birth will not be shared) in the Campus Memo. It is your choice whether or not to share the information. Therefore, if you don't wish to participate, you don't need to do anything. There is no deadline for submitting this information. If you would like to participate, simply check the boxes, "please publish this info" next to the work anniversary and birthday categories while updating your directory information in Pioneer Web. If you believe your birth date or work anniversary date is not accurate, please send an email to hr@grinnell.edu or call ext. 4818

Do You Really Need That Printed Campus Directory? Help Us Go Green!
If you requested a printed campus directory last year, you are most likely on our list to receive one this year. If this is the year you have decided to help us go green and lessen the College's environmental footprint, please contact hr@grinnell.edu or call x4818 and let us know that you don't need a printed directory this year.

Here are some tips to decide if you really need a printed directory:

1. Do you have a computer readily available to you for the majority of the day?
    If yes, you likely don't need a printed directory. You can keep the online directory open on your computer and access it quickly at any time.

2. Is the majority of your work done away from a computer or do you travel extensively?
    If yes, you may benefit from having a printed directory.

3. Do you work in a public area or communal area such as the Information Desk?
    If yes, you may benefit from having a printed directory.

If you have not requested a printed directory in the past and need decide you need one, please send an email request to hr@grinnell.edu

Thank you in advance for helping us go green and lessen our environmental footprint!