



SPU Whitepages Directory Information for New Employees

Employee ID pictures, home addresses and home telephone numbers are accessible to internal SPU constituents (individuals with access to SPU email via Banner password). This includes students, employees and SPU vendors. **If you prefer that your personal information be unlisted, you must change your “Whitepages” view preferences in Banner.**

Instructions for changing Whitepages view preferences:

1. **Log on to Banner information system:** enter the following in your browser: http://banweb.spu.edu/pls/prod/twbkwbis.P_WWWLogin or go to the main SPU webpage: www.spu.edu, and in the far upper right corner, select “My SPU” and “Banner” from the drop down menu.
2. Enter your user name and password.
3. Select “Personal Menu”.
4. Select “Privacy Settings”.
5. This will bring up a page where you can change the settings for information viewable on the SPU Whitepages.

To hide photo from SPU only or Public view: Notice that the box “SPU only” is checked next to “Photograph.” Checking this box allows your photo to be viewed internally (by SPU constituents who have a Banner login). Click on the checked box to remove the checkmark if you do not wish to have your photo displayed.

To hide Mailing Address/Permanent Address from SPU only or Public view: By default, the box to the right is checked. This allows your address to be viewed by SPU Banner log-in constituents only. The box to the left will allow your address to be viewed over the internet to the general public. If you do not wish to have your address displayed to SPU or to the general public you should remove all checkmarks.

To hide Day/Campus/Evening/Cell Phone from SPU only or Public view: By default, the box to the right is checked. This allows your phone number(s) to be viewed by SPU Banner log-in only. The box to the left will allow your phone number(s) to be viewed over the internet to the general public. If you do not wish to have your number(s) displayed internally or to the general public you should remove all checkmarks.

6. Once you have selected your view preferences, click the “submit” button at the lower left side of your screen. If this button is not pushed, your changes will not take effect.

If you are experiencing difficulty with changing your view preferences, please contact the CIS Help Desk at (206) 281-2982.