Controls to display or not display certain information on the Web directories ([www.snc.edu/people](http://www.snc.edu/people)), the LDAP directory (maintains your login account and email address) or in the Printed directories are maintained within KnightLine. The instructions as to how to set these controls can be found below. If you find any incorrect information or have questions about any of the information found in your profile please use the contact listed on the website for assistance.

If you are a current student, regardless of employee status, you MUST NOT use this web page to change what is recorded in the directories. Instead, go to the Registrar Office web page (www.snc.edu/registrar or www.snc.edu/registrar/studentadvisorforms.htm ) to get more information on how to proceed.

**Instructions:**

1. Log into Knightline
	1. Web address: [www.snc.edu/knightline](http://www.snc.edu/knightline)
	2. Click on “Enter Secure Area”
	3. Answer the “SNC Id No:” and “KnightLine Password” questions and then click the “Login” button.
2. Click on “Employee”
3. Click on “Employee Directory Profile”
	1. Click on the check box for each item you want displayed in the directory.
	2. When your changes are complete, click on the “Submit Changes” button to save the changes. If you do not want to save your changes simply exit the web page or click the “Reset” button.

**As of Feb 2, 2012 the web page looks as follows:**

