ASPIRE Campus Directory Report Instructions

No special access, aside from an ISO username and password, is needed to be able to login to the basic menu of ASPIRE. The “Campus Directory Report” can be found in the basic menu. Select the reporting tool by clicking once on “Campus Directory.”

For those users that have specialized access within ASPIRE, like Deans/Chairs and Space Coordinators, the “Campus Directory Report” is found in the main menu after logging into ASPIRE.

Go to the “People” pull down menu.
Select “Campus Directory Report”
The reporting parameter screen opens regardless which method of entry is used.

Select the desired department by clicking on it once
Hit the yellow “submit” button

The department summary screen contains the data of the main department group and its associate sub-department groups.
Select “Show the People” at the top of the screen.

This full departmental view shows all of the department employees and lists them under their respective sub-department if applicable. Employees are placed first by title – executives, deans/chairs and directors will appear in the first position, department coordinators (if applicable) will appear in the second position and all other employees will appear alphabetically.

Now select “Show Ranks” at the top of the screen.

This view shows the ranking of certain groups of employees based on their title and/or function. Acronyms appear in blue bolded font preceding the names of all individuals to whom the title or function pertains. A legend for the acronyms is located at the top of the screen.
Select “Start Over” to return to the department selection page.