

Directory Update Instructions – HCOE Departments

1. Log in to hcoe.net. *
2. Select “HCOE Directory (District/School/Dept)” *



HCOE Directory (District/School/Dept)

** If you do not have an HCOE net account, or if at any point you don't see the correct options (no Directory link, wrong schools, etc.) contact the HCOE IT Help Desk at 707-445-7555*

3. Select “**Humboldt Co. Office of Education**” from the dropdown.
4. Scroll down the page to find the department/category you wish to edit.
Note: Most categories include a top level, an underneath it, subcategories for **Supervisors** and **Staff**. If the department is structured like that, **do not put employees in the top level**. Instead, put supervisors/managers in the **Supervisors** subcategory, and all other employees in the **Staff** subcategory.
5. To **ADD** a new employee, click “**+Add new member to this section**” and then enter the employee’s info on the next screen. After the employee is added,
6. To **UPDATE** info for an existing employee, simply change the info, and click “Update and Save Changes.”
7. To **DELETE** an employee, click the red icon at the right side of their entry (🚫) and then confirm the deletion on the next screen.
8. To **MOVE** an employee to/from another department, email the Comm Center at commcenter@hcoe.org. In the email, include the employee’s **name, new title, old department, new department, and new phone number (if applicable)**. Comm Center will move the employee.

Note: If you have one person you need to delete and another to add, **please DO NOT just change the information** from one person to another on the Update screen. Doing so can cause issues in our system, particularly with respect to employee photos. Instead, delete the person who needs to be deleted (see Step 7), and then add the new person (see Step 5).