



Maintaining up-to-date contact information for your organization and its stakeholders is essential for seamless communication. As the business landscape continues to evolve, the accuracy of email addresses and contact details becomes increasingly crucial.

Keeping your contact list current can improve efficiency. Use this opportunity to help get the department aware of responsibilities and roles during an emergency.



Tip of the Month

When adding contacts, you have the option to include comments for each contact.

This is a useful place to provide additional details, like a secondary contact, in case the primary person is unavailable.

Contacts: Edit Key Institution Contact

First name	<input type="text" value="Bob"/>	Title	<input type="text" value="Payroll Director"/>
Last name	<input type="text" value="Jones"/>	Work phone	<input type="text"/>
Email	<input type="text" value="123@pittmail.com"/>	Mobile phone	<input type="text"/>
Alternate Email	<input type="text" value="abc@email.com"/>	Fax	<input type="text"/>
Dept/Organization	<input type="text" value="Payroll"/>	Comment	<input type="text" value="Back up is John Smith Payroll administrator."/>

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