

Online Beacon Phone Directory

A team of associates from several departments has been working on an online, Beaconwide staff phone directory. The directory is searchable by name, department or Beacon entity.

The Beacon Phone Directory is located under the Beacon Health System tab on the intranet.

Adding phone numbers

The directory pulls available phone number data from PeopleSoft; however, some associates are not assigned an office/desk number in PeopleSoft. Associates may add their main department or unit phone number to their own phone directory listing by logging in with their Beacon user name and password (see additional instructions below).

Important: Associates should **not** list main facility switchboard numbers, only office/desk phones or specific department/unit numbers.

Help others reach you

Beacon Health System has locations across northern Indiana and southwestern Michigan, so please **verify that your listing is a 10-digit phone number**. Follow the steps below to update your number.

Adding or changing a phone number

Associates may add or change a phone number in the directory following these steps:

- Click on **[Log In]** button toward the top of the screen on the far right side in the gray bar.
- Enter your Beacon system log in credentials (user name and password). Click “Log in” button below.
- Once logged in, type in your last name in the “Associate or Department Name” field, then click on the “Search” button.
- Once you see your personal listing, click on the **EDIT** button under your listing. Please note: *Only the work phone field will display in the directory for everyone at Beacon to see; home, cell or other phone numbers will only be available to Beacon operators and managers and above.*
- Once the number(s) are entered, click on **Update** button.
- Click on **[Log Out]** at the top of the screen.

Frequently asked questions about the phone directory:

Q: I don't go by the name listed in my PeopleSoft profile — I go by another name. (For example, my name is Margaret, but everyone knows me as "Maggie.") Can I add my nickname or "alias" so people can find me easier in the phone book?

A: Yes! Simply submit your request to add your nickname to the phone directory using the [Help Desk Self-Service page](#) and enter a new ticket. Please note that your nickname won't appear in your listing, but it will make it easier for others to find you in the directory.

Q: My title (or department or entity) is incorrect in the directory — how can I get it fixed?

A: Contact Beacon Human Resources.

Q: How often is the directory updated?

A: The Beacon phone directory is updated in real time.