

Find People Frequently Asked Questions

Searches

I am not certain how to spell the person's name. How should I search for this individual?

In the Last Name field, enter as much of the individual's last name as you know and enter the wildcard (*) directly after the name. This will return the first 300 matches that begin with the portion of the name entered.

The wildcard may also be placed before the name such as *eye. In this case, the first 300 matches that contain "eye", such as buckeye, will be listed in the search results.

I am searching for an individual who uses a nickname or middle name. How should I search for this individual?

The system does not allow for searches by nicknames so, it will be necessary to search on the individual's given name. In the Last Name field, enter the individual's full last name. Then, enter the first initial of their first name followed by a wildcard (*). If the individual is not in the search results list, search only on the last name. This will return the first 300 matches on that last name. Scroll through the list to select the desired individual.

I am trying to find an individual who has punctuation (e.g. apostrophe, hyphen, etc.) in their name.

In the Last Name field, enter the individual's name as you know, including the punctuation in the appropriate place. This will return the first 300 matches on the portion of the name entered. Another option would be to enter as much of the individual's name as you know in the Last Name field (without the punctuation) and also enter the wildcard (*) directly after the name.

I have correctly searched for an individual but their information is not available.

An individual may have elected to hide their information from the Find People pages. Students may have indicated this preference through their FERPA rights (selecting "Yes").

Display of Information

How often is the information on Find People updated?

Information is received from the PeopleSoft Human Resources/Student Information System (HR/SIS) on a nearly real-time basis. Therefore, most updates made in those systems will appear on Find People immediately.

I hired a new employee who will start in two weeks from now. When can I expect their information to be available on Find People?

The individual will be assigned their Ohio State Username (lastname.#) on a nearly real-time basis after the hire information is entered into the PeopleSoft Human Resources/Student Information System (HR/SIS). At that time, the individual will then appear on Find People even though their actual start date is still in the future.

An employee has multiple appointments. In what order is the appointment information listed?

The appointment information is displayed in order by the employment record number provided by the PeopleSoft Human Resources/Student Information System (HR/SIS).

An individual has left the university. How long will their information continue to be displayed?

Employees who have terminated from the university will no longer have information displayed beginning the day after their termination. Employees who retire will continue to have information displayed on Find People for 30 calendar days from their retirement date. Students who have left the university will continue to have information displayed for six months.

When can I expect a student's information to be available on Find People?

The individual will be assigned their Ohio State Username (lastname.#) at the time they apply for admission to Ohio State. Once the individual has matriculated, the individual's information will be displayed on Find People on the first day of their first enrollment quarter.

What email address is available on Find People?

The only email address that will be displayed is the OSU email address (e.g. lastname.#@osu.edu).

Is home information (addresses and telephone numbers) available on Find People?

No, this information is not available.

The Results List does not display the individual's full email address (e.g lastname.#@osu.edu). Why not?

By hiding a portion of the email address, it makes it more difficult for hackers to obtain large volumes of email addresses for the purpose of sending spam email.

Why is there a limit of 300 matches when searching for an individual?

This is to ensure that the response time of the searches remains at an acceptable level.

My information needs to be updated. What do I need to do?

Please see the instructions at <https://directory.osu.edu/MakeChange.html>.

Features

What is the purpose of the Business Card (Vcard) feature?

Clicking on the Business Card (Vcard) allows you to automatically save the available details (name, campus address, email address, telephone number, title, etc.) into the Contact Information of your

e-mail system. This is especially helpful if you think that this Contact Information will be regularly used in the future.

What is the purpose of the radio buttons labeled All Matches, Only Students and Only Employees?

These radio buttons allow you to search for an individual in this specific category. When selecting the Only Students or Only Employees radio button, it will reduce the number of search results listed and may increase the performance of the search. If you not certain of the individual's category, then the best option would be to use the All Matches radio button