



Is your online
Network Directory entry up to date?

THE TIME IS NOW!



See the reverse side for tips on updating your campus information



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1. Reach The Network Directory at www2.edc.org/hec/network/ and, at that point you can search “by state”, or you can scroll down a bit and search by individual campus.
2. Find your campus, click on the link to bring up the information for the campus, including the CEO and the Network Contact. From that page you can click a link to “suggest edits for the school’s information,” in most cases, this information rarely changes. However, if you click on the link for the CEO or Contact person, you’ll see more complete information for both of those individuals (sometimes they’re the same person), and you’ll be asked to click a link to “suggest edits for this person’s information.”
3. Edit the CEO or Contact’s information if necessary. Then, in the “comment” field at the bottom, tell us which fields you’ve updated or if it’s a new person altogether. When filling in the comment field, tell who is making the change or on whose behest.
4. Finally, click the “suggest change” button and your work on that contact is finished. To prevent phony changes, the results will not be instantaneously viewable on the Web, but we have pledged to try to make the changes within a 14 day window.

With well over 1,500 Network member campuses, keeping the database current is a challenge, but one that can be met if we all remain vigilant and fix any errors in accuracy. We appreciate your help in this endeavor. THE TIME IS NOW!

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