

Accessing and Searching the SSND CP Personnel Directory



Abstract

The SSND Personnel Directory is a great resource for finding contact information (phone numbers, email and postal addresses, and ministry details) of Sisters and key staff members. The key to easily finding information within the document (PDF) is knowing how to search it. We'll first show you how to access the CP directory, create a shortcut to easily access it in the future, and then how to go about searching for specific individuals within the document

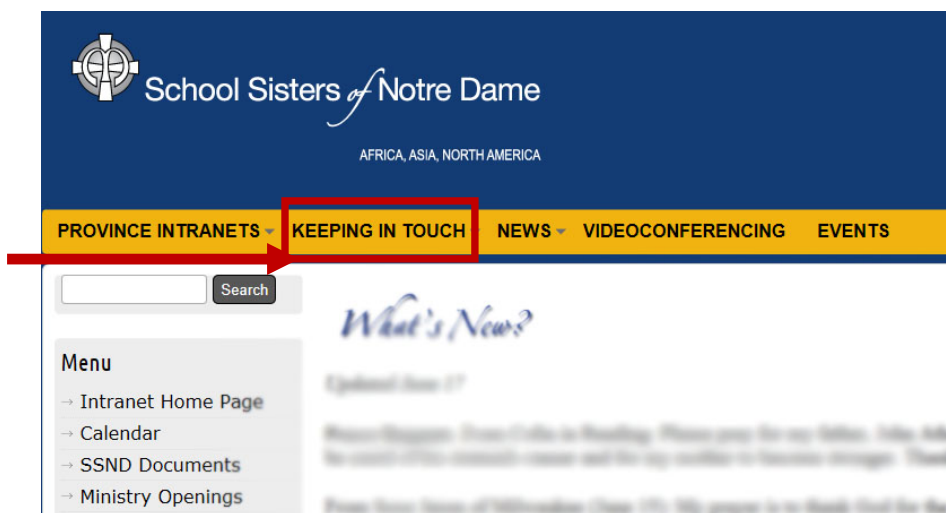
Provided by SSND CP IT Department

I. Accessing the SSND CP Personnel Directory

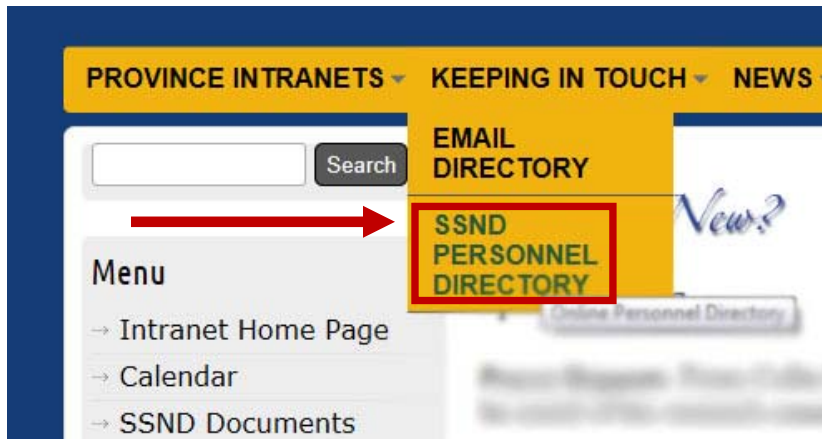
1. Go to the following website www.ssnd.org
 - i. Click on *Log-in* at the top of the menu bar
2. A pop-up window will appear:
Type the username and password for the ssnd.org web site and *click OK*.
(If you don't have the username and password, refer to the Internal Website instruction card)



3. Once you are logged in, you will be brought to the SSND Home Page. Place your mouse over Keeping In Touch.



4. A drop down menu will appear. *Click* on SSND Personnel Directory.



5. You will be brought to the page with all the directories listed.

Home » Keeping in Touch » SSND Personnel Directory

SSND Personnel Directory

- Menu**
- Intranet Home Page
 - Calendar
 - SSND Documents
 - Ministry Openings
 - Theological Development
 - Archives
 - Prayer Requests
 - ssnd.org

- SSND Leadership**
- LC Home Page

SSND Personnel Directory 2013-14 (updated December 2013)

Full Directory - [Word version](#) or [pdf version](#)

Province of Africa - [Word](#) or [pdf](#)

Province of Africa (alphabetical) - [Word](#) or [pdf](#)

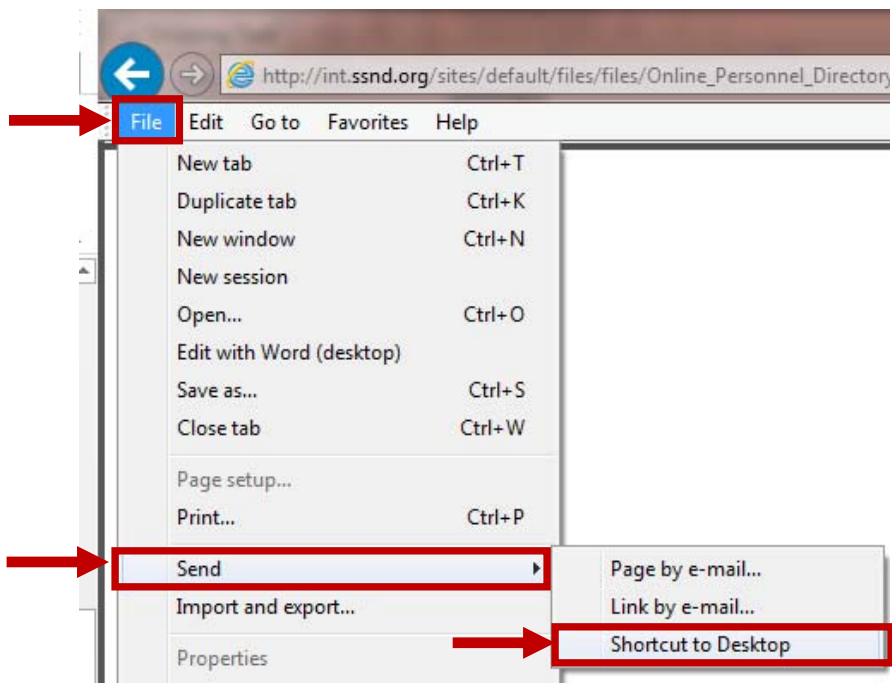
Atlantic-Midwest Province - [Word](#) or [pdf](#)

Central Pacific Province - [Word](#) or [pdf](#)

Generalate & Provincial Office Information - [Word](#) or [pdf](#)

[I want to correct my information](#)
[Detailed search instructions](#)

6. **TIP:** For easier access in the future, create a desktop shortcut to the directory page.
 - i. Click the **File** option on the menu bar
 - ii. *Scroll Send*
 - iii. *Scroll Shortcut to Desktop.* The shortcut will now appear on your desktop.



7. Once you finish creating the shortcut, *click* the **pdf** link for the Central Pacific Province directory.

Home » Keeping in Touch » SSND Personnel Directory

SSND Personnel Directory

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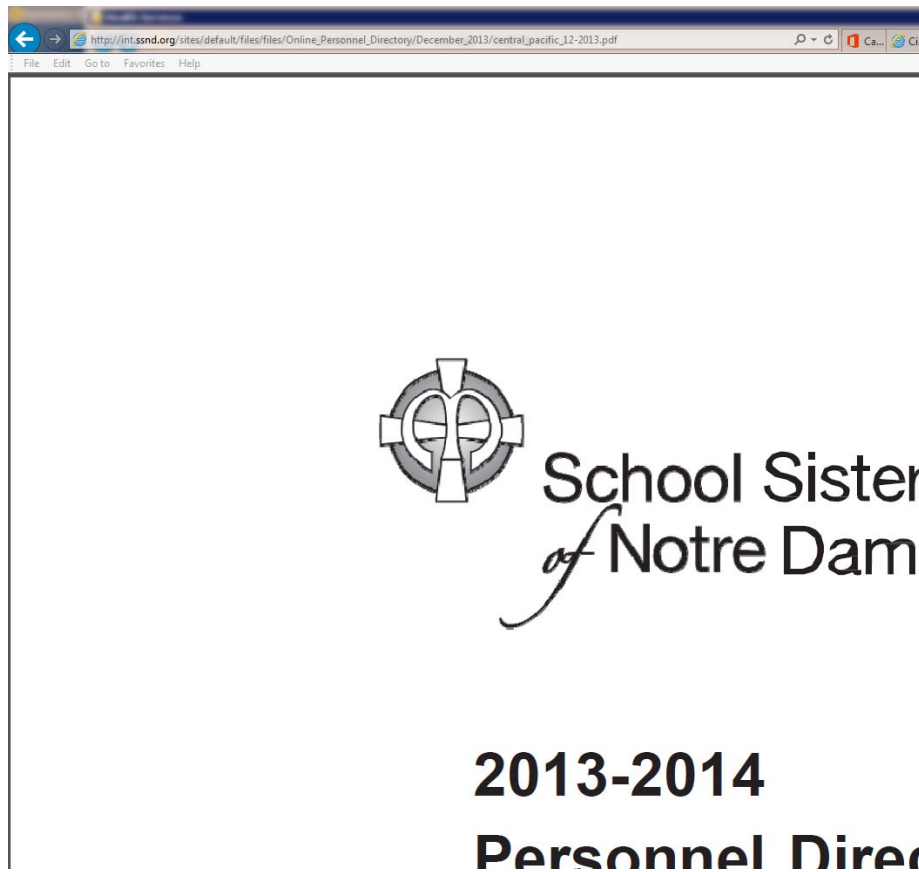
Menu

- Intranet Home Page
- Calendar
- SSND Documents
- Ministry Openings
- Theological Development
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- ssnd.org

SSND Leadership

- LC Home Page

8. The PDF directory should now be open.
In the next section, we will take you thru the steps on searching for an individual within the directory.



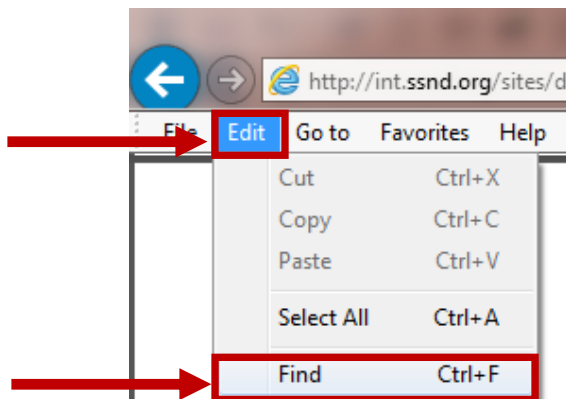
II. Searching the SSND CP Personnel Directory

1. Press and hold the "**Ctrl**" key (lower left area of your keyboard) AND then press the letter "**F**" key.

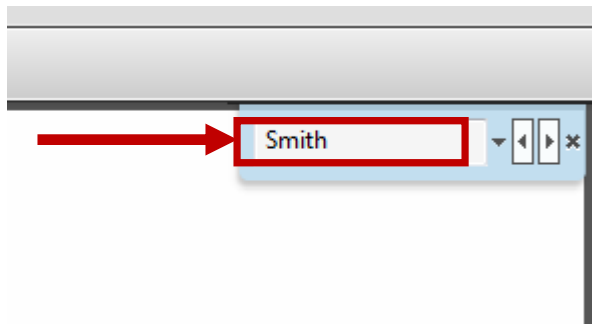
TIP: The Ctrl+F keystroke combination can be used to bring up the Find tool when you need to search for certain words, phrases, or numbers within websites, the Office suite (Word, Excel, etc.), and almost every other program.



OR click the **Edit** option on the menu toolbar and then click **Find**.




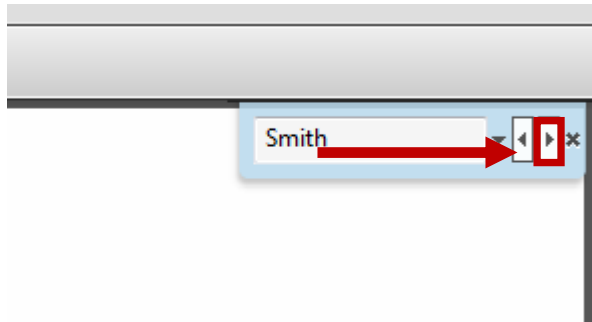
- The Find option will appear in the upper right hand corner. *Type* the keyword you are looking for. It can be the **name (first or last)** of a person you are searching for or a country or ministry.



- Press the **Enter** key. The Find tool will find and highlight the first entry of the search term it finds.*



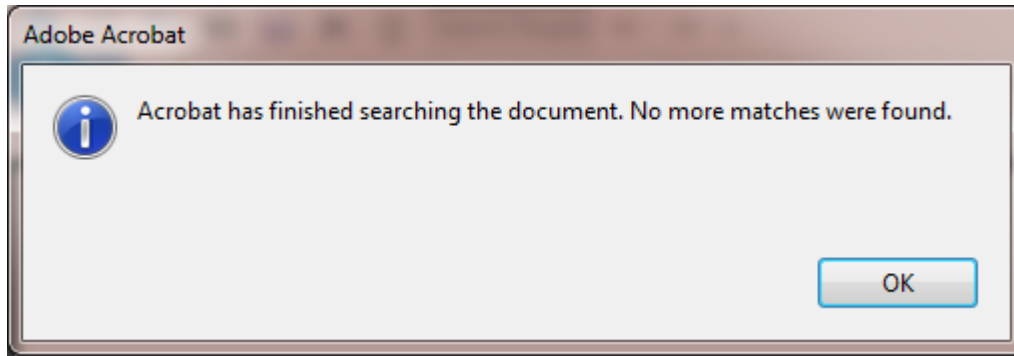
4. Click the right facing  arrow in the Find tool to determine if there are any more results or until you find what you are looking for.



5. Any other results found will continue to be highlighted.*
When you find what you were looking for, the full information will be displayed to the right handside of the highlighted entry that was found.

Smith, Mary Elizabeth	
Smith, Mary Alice	
Smith, Mary Elizabeth	
Smith, Mary	
Smith, Mary Alice	
Smith, Mary Elizabeth	

6. Once no more entries of your search term can be found you will receive the following notification.



**Note: Images and names have been modified for security reasons.*