

To **search** for Employees from your **work computer** please go to the DCF home page <http://www.dcf.state.ct.us/> and click the new Employee Directory Link

a) Click the Employee Directory Link/url

DCF Today

Safety | Permanency | Well Being

DCF Announcements

LINK Central
What's new in LINK? How do I...? Help!

Change Management

Commissioner's Memos

- 11/2/2018 [Intimate Partner Violence Policy & Practice Guide – Web-based Training](#)
- 10/19/2018 [NEW WORKFORCE MANAGEMENT SYSTEM KRONOS](#)
- 8/17/2018 [FAR Track Change Pilot](#)
- 7/9/2018 [Kin and fictive kin placement waivers](#)
- 7/5/2018 [Supporting Solnit](#)
- 6/6/2018 [Office of Diversity and Equity Director](#)
- 4/30/2018 [Juan F. Strategic Plan](#)
- 4/23/2018 [Human Resources Leadership](#)
- 3/21/2018 [Commissioner's Memo: Racial Justice Revisited](#)
- 3/16/2018 [Family Arrangements](#)

Strengthening Families Practice Model

ABH Website

- [Anywho.com](#)
- [CO Fax Numbers](#)
- [CT BHP - Value Options](#)
- [DCF Data Connect](#)
- [DCF Resource Directory](#)
- [DCF SharePoint Central](#)
- [Find a Phone Number](#)
- [\(New\) Employee Directory](#)
- [HUSKY Health Program](#)
- [KidPix/UCS](#)
- [LINK ehelp](#)
- [LINK Reports](#)
- [Office Locations](#)
- [Org Chart](#)
- [Outcome Measures](#)
- [Out of State Travel](#)
- [Policy and Regulations](#)
- [Regional Numbers](#)
- [ROM](#)
- [Runaways Database](#)
- [Send Comments](#)
- [State Gov't. Websites](#)
- [State of CT Website](#)
- [US Govt. Websites](#)
- [Using the DCF Intranet](#)

HIPAA SECURITY
Awareness Training **LOG IN**

DCF Helpdesk
SERVICE CATALOG

To Search for Employees Click here

b) Search for a user and view any results. The search requires minimum of 3 characters



Employee Search

Search:

First Name ↑	Last Name	Title	Location	Work	Cell Phone	Office Name	Email
DCJ	Test	social worker	HARTFORD	860 123-2111		DCF CENTRAL...	DCJ.Test@ct.gov

View search results and person contact information

search for a user

Employee Details



Employee Search

Search:

First Name ↑	Last Name	Title	Location	Work	Cell Phone	Office Name	Email
DCJ	Test	social worker	HARTFORD	860 123-21...		DCF CENT...	DCJ.Test@c...

click on a person in the search results to view additional properties on the right side.

Employee Details

All the asterisk (*) fields are required!

First Name: **DCJ**

Last Name: **Test**

Title*:

Office Name*:

Street Address: **505 HUDSON ST.**

Location: **HARTFORD**

State:

Postal Code: **06106**

Work Phone*:

Cell Phone:

Department:

E-Mail Id: **DCJ.Test@ct.gov**

Save

c) To update your contact information

The screenshot displays the 'Employee Directory' interface for the Department of Children & Families. At the top, there is a navigation bar with the department logo, the title 'Employee Directory', and buttons for 'Search' and 'Update My Info'. A red arrow points from the 'Update My Info' button to the 'Update My Info' text in the search results table.

The main content area is divided into two panels: 'Employee Search' and 'Employee Details'.

Employee Search Panel:

- Search input: dcj
- Table with columns: First Name, Last Name, Title, Location, Work, Cell Phone, Office Name, Email.
- Search results table:

First Name	Last Name	Title	Location	Work	Cell Phone	Office Name	Email
DCJ	Test	social worker	HARTFORD	860 123-21...		DCF CENT...	DCJ.Test@c...

Employee Details Panel:

- Header: Employee Details
- Message: All the asterisk (*) fields are required!
- Fields: First Name (DCJ), Last Name (Test), Title* (social worker), Office Name* (DCF CEN), Street Address (505 HUDSON ST.), Location (HARTFORD), State, Postal Code (06106), Work Phone* (860 123-2111), Cell Phone, Department, E-Mail Id (DCJ.Test@ct.gov).
- Buttons: Save

At the bottom of the search panel, there is a pagination control showing 'Page 1 of 1' and a refresh icon. The status 'Displaying 1 - 1 of 1' is shown at the bottom right of the search panel.

A red text annotation with an arrow pointing to the 'Update My Info' link in the search results table reads: 'press here to update your own contact information'.



My Details

All the asterisk (*) fields are required!

First Name: [REDACTED]

Last Name: [REDACTED]

Title*: [REDACTED]

Office Name*: [REDACTED]

Street Address: 505 Hudson St.

Location: CENTRAL OFFICE

State: CT.

Postal Code: 06106

Work Phone*: [REDACTED]

Cell Phone: [REDACTED]

Department: DEPARTMENT OF CHILDREN AND FAMILIES

E-Mail Id: [REDACTED]

update your own contact information and then press save to update

Save