Editing the CDLC ILL Directory

- Try to remember to check your profile in the ILL Directory to make sure your information is accurate at least once a year.
- Don’t forget to update the ILL Directory when new staff starts.
- The email at the top of the ILL Directory is where the eForm is sent so if possible, try to make the eForm go to a broader email. That way more people can see the request and respond to it.
  - i.e., CDLC’s goes to ill@cdlc.org, not just one individual person’s email.


   - The ILL Directory can also be accessed on CDLC’s homepage ([www.cdlc.org](http://www.cdlc.org)) by clicking on ‘Login’ in the top right corner.

   - Click on ‘ILL Directory/ eForm Contacts Login’.

2. Log into ILL Directory/ eForm Contacts Login

   - Type your User Name & Password in the new login screen.
     - Hint: they are the same thing and will be in all caps.

3. Click on ILL Directory Administrator

   Resources:
   - Fill out an eForm by hand
   - CaDiLaC - Use the ‘Staff Request’ button with its autofill function
   - ILL Directory
   - ILL Directory Administrator
   - My Requests (sent)
   - My Requests (received)
   - eForm Tutorials
   - Report a problem with the eForm
   - Logout

4. Edit info

   - Make sure the email and other ILL contact information is filled in because these are the information fields the eForm uses to create a request.

5. Click the Submit button at the bottom of the page

   - Changes will be viewable instantly.

https://cdlc.libguides.com/eform_tutorials/editing_directory