How can I add a person who is not appearing in the Personnel Information section when I search for them by name?*

Search in the UC Berkeley Directory for the person you are trying to add. Once you have found their listing, locate the “UID” listed at the bottom of the webpage; note that UIDs are different from both Student IDs and Employee IDs.

*Note: Only UC Berkeley personnel may be added to the Personnel Information section in eProtocol.

When back in the protocol, click the binocular icon next to the Name field on the Personnel Information tab and search for the person by entering the UID number in the top field, “User ID.” If the person still does not appear after searching using their UID number, please contact ophs@berkeley.edu for assistance.