State of Alaska
Department of Administration

Employee Legal Name in "LDAP"

In addition to finding the Employee Legal Name using the Employee Legal Name Information report, you may also find the Employee Legal Name in LDAP by utlizing the Office of Technology Directory Server Gateway (DGS) page https://dsgw.state.ak.us/DSG/.

Enter the last name of the employee in the Search For field (or you can use the Wildcard Search features to search by Empoyee ID if desired) and click Search.

If there is multiple employees with same last name a list will show. Select the correct employee.

At the next screen click "edit person" (you really won't be editing the person)

At the sign in screen enter your username and password.

The information in the Legal Name field is what should be used as the name on the OneCard.