



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 utilizing 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 Employee ID if desired) and click Search.

Office of Information Technology
DIRECTORY SERVER GATEWAY

SEARCH ADD ENTRY

DSG - Search

Find: People

Where: Wildcard Search

Wildcard Search

Search For: boster

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)

Office of Information Technology
DIRECTORY SERVER GATEWAY

SEARCH ADD ENTRY

DSG - Person Entry

Edit Person Rename Person Delete Person

Contact Information

Name: Dee J Boster
Phone: (907)465-5609
Mobile:
Email Address: dee.boster@alaska.gov

At the sign in screen enter your username and password.

Office of Information Technology
DIRECTORY SERVER GATEWAY

SEARCH ADD ENTRY

DSG - Sign In

Username djbooster

Password

Sign In

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

DSG - Edit Person (djbooster)

Save Cancel

* Indicates a required field

Contact Information

Full Name	Dee J Boster *	Legal Name	Dierdre J Boster
Name	Dee	J	Boster
Phone	(907)465-5609		Fax (907)465-2169