

LDAP Name & EMP ID Look Up Procedures (Lightweight Directory Access Protocol)

LDAP is the State of Alaska Employee Directory, available on the State's web site. Current state employees' Legal Name and EMP ID (Employee ID) are listed in LDAP.

All state employees can access LDAP to look up other current state employees. However, **you must be on the State's server and "authenticate" in the system** to have full access in Advanced Search which provides employees' Legal Name and EMP ID. The following steps will walk you through this process.

1. Access the State Employee Directory (White Pages) from the State of Alaska's Home page <http://www.alaska.gov/>.
2. Under State Employee tab select State Employee Directory.
3. Select the Advanced Search link at bottom of page.
4. Select the **Authentication** tab to authenticate your User ID.
5. Type in your **UserID**. This is the user id you use to sign into the State Email, usually your first initial, middle initial and last name with no spaces (i.e. jksmith). Then press **Enter** or select **Continue**.
6. Type in the **password** associated with your UserID. This is the password you use to sign into the State Email. Press Enter or select **Continue**.
 - The message "Authentication Successful" should display.
 - If you receive the message "Authentication Failed" you can click the **Retry** button and enter your password again.
7. Select the **Advanced Search** tab.
8. Type the **last name** of the employee you are looking up in the **Search** box. Press Enter or select **Search**.
9. If one entry exists for the last name, the white page for the employee displays.
10. If multiple entries exist for the last name, a list of employees displays. Click on the appropriate employee name for the search.
 - The LEGAL NAME is located in the Contact Information section of the screen and is displayed below the Full Name field (the Legal Name field is not titled).
 - The EMP ID is located in the Business and Location Information section of the screen.