How to Use the Purdue Retiree Directory

The purpose of this online directory is to allow Purdue retirees or surviving spouses to locate and contact other retirees and surviving spouses. Be aware that current Purdue employees may also search this directory.

All official retirees of Purdue University, Purdue Research Foundation, West Lafayette, IPFW, NorthWest, Calumet and North Central campuses are included in the directory.

**Good to know:**
- Retiree information in this directory is populated from the University Development system. (New retirees are added to the UD system monthly from the Human Resources system.) If you provided home address, phone and/or email when you retired, or have sent changes to PURA, the Retirees Office or to University Development since then, those changes will be reflected here.
- Directory entries include your name, home address, home and cell phone numbers and the department from which you retired. Email address does not appear, but if you provided an email address in the past, a link appears in the right column to allow others to send anonymous email to you. (Explained later in these instructions).
- You may update some of your personal information using this directory, and your changes will be transferred back to the University Development system.
- If you don’t wish to appear in the Purdue retiree directory: Some retirees requested they not appear in a retiree directory when they filled out their retirement paperwork. However, if your entry appears and you don’t want it to, you may contact the University Development help desk to be removed. If you change your mind about not appearing in the directory, you can call the UD help desk and they can add you back in.

If you remove yourself from the directory, it does not affect receiving PURA communications nor communications from the University, which are generated from the University Development system itself.

**Help:**
Step-by-step instructions are provided below. Additional help is available from the University Development help desk by calling 765-496-9770 or emailing purduecommunity@prf.org during working hours, Monday-Friday, 8:00am—5:00 pm Eastern.

Find the Retiree Directory on the PURA Home Page, just under the rotating photos:

[www.purdue.edu/retirees](http://www.purdue.edu/retirees)

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**Two Ways to Log In**

If you still use a Purdue career account you may log in using the button on the right.

If you no longer have a career account, you may log in via a PurdueConnect account. Create yours by clicking on the phrase “create a new one” above the button on the left.

To create an account, you will need the last four digits of your constituent ID, which you can receive by calling the University Development Help Desk [contact information shown above]

After your PurdueConnect account is established, you’ll use that to log into the Retiree Directory.
Setting Up Your Account

When you set up an account, the information that University Development currently has for you is displayed. (For privacy, a gray box masks the personal information in this example. You won’t see a gray box.)

At the top of the screen:

- You may change information in any box indicated by a red asterisk at the right of the box. (If other changes are needed, please call the UD Help Desk.)

At the bottom of the screen:

- Update your email address if needed.
- Set a password.
- Read the Terms and Conditions, and choose Yes from the drop-down box.
- Click the Save and Continue button.

Your Account Profile is Displayed

(Again, gray boxes will not appear—used here for privacy.)

Click the Edit button if you need to change an item.
This pop-up window appears after account creation. Read and close it.

Click on the PURDUECONNECT button at the top of the screen.

The My PurdueConnect screen appears (shown in part here).

Click on this link to enter the Retiree Directory.

How to Search for Other Retirees

- You can search on one or on many fields.
- City and State here refer to home addresses.
- Department names begin with a campus identifier.
- Hold down the Shift key to select contiguous states or departments.
- Hold down the Ctrl key to select multiple states or departments that are not contiguous.
- When you’re finished, click the Search button.
Search Results Display

Directory entries include: **Name—Address/Phone—Department Retired From**

Send an Email

- If the individual has provided University Development with an email address, **Send an Email** will appear in the right column.

  (Often the person provided one at retirement, or has provided later to PURA, the Retirees Office, or to University Development. Note that @purdue.edu addresses have not been automatically added.)

- Click on the words **Send an Email** to open this box. Type a subject and message and click **Send**.

  Their email address is not shown to you at this point, but if the person responds, their return email message will display their email address.

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