DePaul LAS Central -
Finding Information
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Overview of the LAS Central System
The LAS Central application functions as a repository that contains information about faculty, staff, and committees within the College of Liberal Arts and Social Sciences (LAS).

This application lists LAS personnel such as full and part time faculty, staff, graduate directors, department/program chairs and department/program assistants, along with their campus contact information. You can search for the subset that you need by setting one or more of the following filters:

- Title (All, Faculty, Full Time Faculty, Part Time Faculty, or Staff)
- Last Name
- Department (all departments within LAS are listed)
- Department Group (All, Humanities, Behavioral & Social Sciences, or Interdisciplinaries)
- Role (Both, Chair, or Assistant)
- LAS Committee Name

LAS Central can also help you find information about committees in the College of LAS as well as other areas within the university.

Login to the system
1. To login into the LAS Central application, click the following link:
   https://lascollege.depaul.edu/LASCentral

2. Login using your Campus Connect user name and password.

3. The Welcome page will appear on the screen.
People - Faculty & Staff
To generate a list of faculty and/or staff along with their contact information, click the Faculty & Staff link.

In the Filter By... section, the following options are available to define and narrow down your search:

Last Name
You can search for faculty or staff using their last names. For example, if you are looking for a particular staff member with the last name ‘TORKELSON’, you can enter the last name in the Last Name field and click the Show Results button:
Title
You can also search for a list of faculty or staff by using the Title field.

For example, if you are looking for a list of full time faculty in the English department, then select the Full Time Faculty option from the Title drop-down list and click the Show Results button. Note in the example below, we have also defined the Department drop-down list.
Department & Department Group
You can filter faculty and staff by department or by department group, which are Humanities, Behavioral & Social Sciences and Interdisciplinaries.

For example, if you are looking for a list of staff members in the Humanities department group, you can set the title to ‘Staff,’ the department group to ‘Humanities,’ and then click the Show Results button.

Note: In general, you can use as many of these filters as you need at the same time. Also, if you click on a particular column along the header row, the application will alphabetically sort the results by the values in the column that you clicked.
Export List
The **Export List** feature allows one to export the results into Microsoft Excel. After clicking the **Export List** button, click the **Open** button and then save the spreadsheet to your desired location.
Email List
If you want to send an email to a particular group of faculty and staff, click the Email List button.

The email addresses will then appear in a textbox ready to be copy and pasted into an email. When emailing large groups, it is best practice to put the addresses in the Bcc box of your email.
To close the textbox, click the **Close Email List** button.

### People - Chairs & Assistants

If you want a list of department/program chairs and/or department/program assistants along with their campus contact information, click the **Chairs & Assistants** link.

In the **Filter By...** section, you will find similar filter options that we have reviewed in the **Faculty & Staff** section. You can narrow down your search results using the **Last Name**, **Department**, **Role**, and **Department Group** options.
**Note:** Through the **Role** option, you can define whether you want to search for Chairs and/or Assistants.

### People - Grad Directors

The **Grad Directors** link will display the list of Grad Directors in the College of LAS, along with their campus contact information.

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<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Johnston</td>
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</tbody>
</table>

### Committees - LAS Committees

If you want to see who serves on a particular LAS committee, click the **LAS Committees** link and select a committee from the drop-down list to view its members.
For example, when you select Personnel Committee, information about the committee and the list of its members will be shown.
Committees - University Committees

The University Committees link provides a comprehensive list of committees within the entire university. If you would like more information on a particular committee, click on its link, and you will be directed to a website outside of this application.

For example, to access the Academic Integrity Board committee, click on the name of the committee.

![University Committees](Image)

Note: You will have to login using your Campus Connect username and password to access the committee’s webpage in SharePoint.

![Campus Connect Authentication](Image)