Directory Spot

How to access/download Directory Spot:

1. Go to either the Apple App Store or the Android Store and find/download the app Directory Spot, it has a green logo. You can also access directory spot online at https://www.directoryspot.net/

2. If you do not have an invite email from Directory Spot, email saundra.jernberg@cuanschutz.edu and she will send you an invite where you will find the directions for setting up your account. The invite will show up in your university email from no-reply@directoryspot.net It will say that you have been added to the CU Radiology Contacts Directory. It will also have a button that you can click on to set up your password.

3. After you set your password you can go back and open the app or online and login using your university email address as your username and the password you have just previously set.

4. Once you are all set up and login you will see all the contacts that we have listed under "CU Radiology Contacts". There is also a groups tab which will allow you to filter by specific groups.

5. If you would like to call or message somebody from the app you need to find their number and hold it down for a few seconds, this should bring up the options to call or message.

6. If you have any issues or questions, please email saundra.jernberg@cuanschutz.edu

Annual Update

1. Email Sandy the list of incoming resident and fellow contacts that need to be added to Directory spot. Sandy will email them an invite and add them to directory spot.

2. Email Sandy a list of residents and fellows who have graduated and need to be removed.