

CALIFORNIA PERSONNEL OFFICE DIRECTORY INSTRUCTIONS

General Instructions

Navigating the CPOD

California Personnel Office Directory Update Form Instructions

Contact Information

GENERAL INSTRUCTIONS

Access the CPOD directory via the internet:

There are two ways to access the **CPOD directory**.

The first way is to pull up the following URL:

<http://www.sco.ca.gov/ppsd/cpod/toc.shtml>

The second way is to access the directory from the State Controller's Office (SCO) Homepage by pulling up the following URL:

<http://www.sco.ca.gov/>

Navigate to the following locations:

1. State and Local
2. Human Resources
3. California Personnel Office Directory (CPOD) (This will take you to the **CPOD Homepage**)
4. California Personnel Office Directory

NAVIGATING THE CPOD

From the directory index page, click on the beginning letter for the state department that you are trying to locate, or click "CSU" for campuses. For example, if the department is "Department of Food and Agriculture", click on "F". This will move you to that section of the CPOD Table of Contents.

Note:  A hand with an index finger pointer will appear when your mouse is over the appropriate location.

TABLE OF CONTENTS INDEX

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [CSU](#)



From here click on the state department or campus:



FOOD AND AGRICULTURE, DEPARTMENT OF

The state department or campus information will now be viewable. Click on “Back to Table of Contents” to return to the Table of Contents.

CALIFORNIA PERSONNEL OFFICE DIRECTORY UPDATE FORM INSTRUCTIONS

New information and information no longer valid must be updated online using the CPOD Update Form.

To access the online form navigate to the following locations:

1. **CPOD Homepage** (refer to instructions above under “General Instructions” for more info).
2. Once on the CPOD Homepage select, “California Personnel Office Directory Update Form”.

To complete the online form:

1. Enter state department or campus name in “Department” name (**you must complete the “Department” name on every CPOD Update Form**).
2. Tab or point/click to applicable button to add, change or delete items.
3. You may update up to five employees on each CPOD Update Form.
4. Once complete, point/click on the “Submit Form” on the bottom of the screen. To start over there is a “Reset Form” button on the bottom of the screen.

CONTACT INFORMATION

If you have any questions or problems, please contact the Personnel/Payroll Services Division CPOD Web Developer at: CAPersonnel@sco.ca.gov