

**University of Wisconsin
Grants Project
Desk Reference**

*Madison * Milwaukee * Extension*

WISPER Department Email Contacts

The function of the Department email table is to manage the recipients of the email notification of Award Modifications and Finalized non-PeopleSoft eligible documents. These communications replace the regent and non-regent notices. Department email recipients will be maintained by those users with the Division Role. **This does not apply to emails sent from WISPER for routing and approvals** which is managed by the user via their own User Preferences.

I. Login:

1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER>.
2. Click the "Log in to WISPER" button and enter your net ID and password.
3. Select the "Department Emails Contact Page" link at the bottom of your MY WISPER page. (This link is also accessible from the Search page). The Department Contacts Selection page will open.

Department Contacts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Business Unit begins with

[Advanced Search](#)

Search Results
View All First 1-38 of 38 Last

Business Unit	Department
UWMSN	01GEAD
UWMSN	02GSVC
UWMSN	03BSVC
UWMSN	04ODOS
UWMSN	05ENRL
UWMSN	06DOIT
UWMSN	07CAL5

II. Add Department Contacts

You will only have access to the Divisions for which you are the Division Role Member.

1. Select the Division for which you want to update the Department email contacts. A page will open listing all the departments or nodes and employees or emails assigned to that Division.
2. To add an employee or email address:
 - a. Select the "+" icon. A new row will be created.

- b. Enter the Department or Node for which the employee should receive email notifications. This gives you a great deal of flexibility in assigning the breadth of emails a given individual will receive.
- c. If you are selecting an employee and wish to send the email to their email address on file with the University, using the PeopleSoft lookup icon to locate the correct person.
- d. If you wish to send the email to a generic email address, simply type the email address for that Department (UDDS Begins with) in the "Or Email Box" rather than entering a specific individual.
- e. Click Save

Uw Gm Deptcntcts

Business Unit UWMSN Division 07CALS 07-COLLEGE OF AG & LIFE SCIENCE

For each row, select an Employee or enter a Dept Email Box

Customize Find First 1-4 of 4 Last				
UDDS Begins With	Employee Person ID	Employee Name	Employee Email	Or Email Box
1 07	00155825	HILLMER,CAROL Y	CHILLMER@CAL.S.WISC.EDU	
2 075				jmoebius@huronconsultinggroup.cor
3 075400	00000074	CRAIG,ELIZABETH A	ECRAIG@FACSTAFF.WISC.EDU	
4				

III. Delete Department Contacts

1. To delete an employee or email address as a department contact, select the "-" icon next to the row you wish to delete.
2. Click save.