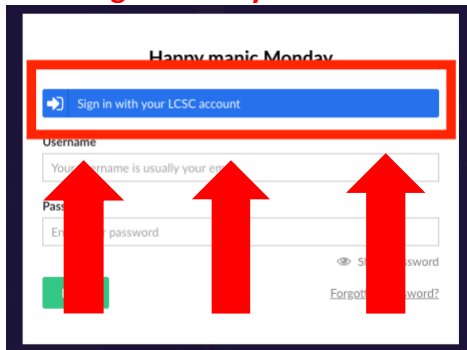


Welcome to LC State's online staff and faculty directory!

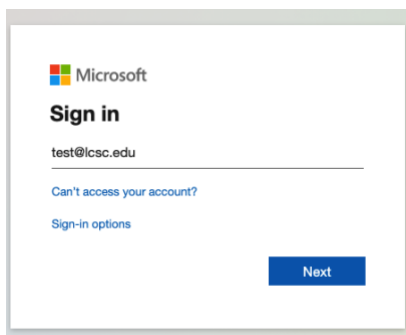
To add or update your director profile information click here: <https://edit.lcsc.edu>. You will need to be on campus or on the VPN to connect to this site.

If you are unable to sign in, or have issues filling out your profile please contact the Help Desk.

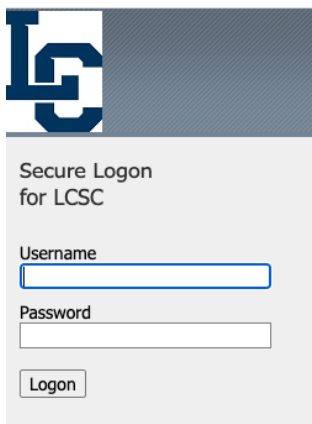
Click **"Sign in with your LCSC account"**.



If prompted, type in your email address.



Then your username and password (same as your LCSC.edu email/computer password).



Once logged in you will see a Faculty and Staff Directory listing and then your name.

John W. Test

Profile Content Info

Honorific Prefix
Ex: "Dr."

First Name

Middle Name or Initial

Last Name

Honorific Suffix
Ex: "MS, MBA, Ph.D, CPA, RN"

Position(s) / Title(s) [Add](#)
Primary Title should be first.

Classification
Select all that apply. For administrative use. Will not be displayed.

- Adjunct Faculty
- Contractor
- Custodian
- Faculty
- Non-Paid Intern/Work-Scholar

When filling out office information, you need to click the small black arrow to see the room numbers within the building. If you click the word Spalding Hall it will select the building.

Building Directory

Building Directory

Type to search...

- ▶ Spalding Hall
- ▶ Activity Center West
- ▶ Activity Center
- ▶ Mechanical Technical Building
- ▶ Library
- ▶ Sam Glenn Complex
- ▶ Sacajawea Hall
- ▶ Reid Centennial Hall
- ▶ Meriwether Lewis Hall
- ▶ Student Union Building/Center For Student Leadership

Previous 1 2 3 4 Next

Spalding Hall

Building Directory / Spalding Hall

Type to search...

- 204
- 316
- 306
- 236
- 209
- 219
- 231
- 135
- 234
- 312

Previous 1 2 3 4 5 6 7 Next

Click the + on the 'Photo' section to add a photo.

Fax Number 208 792 2231

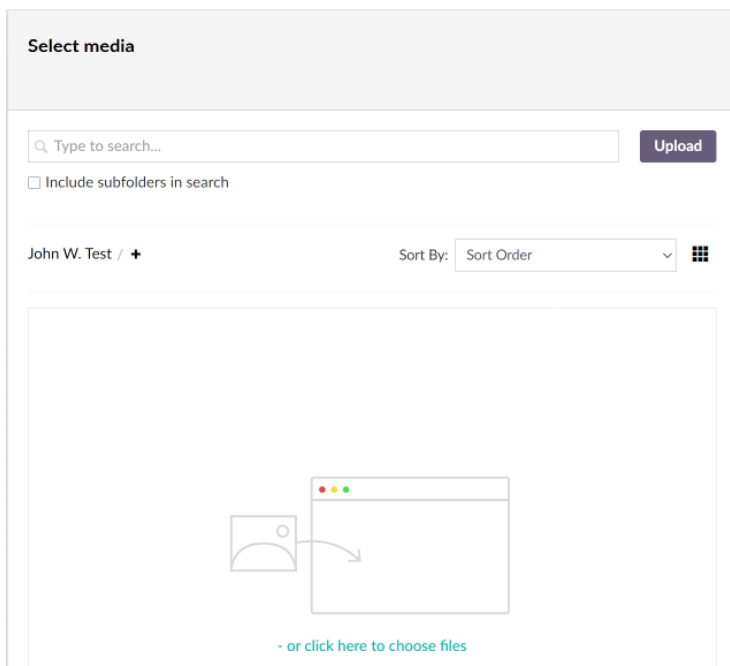
Department

Office Ac

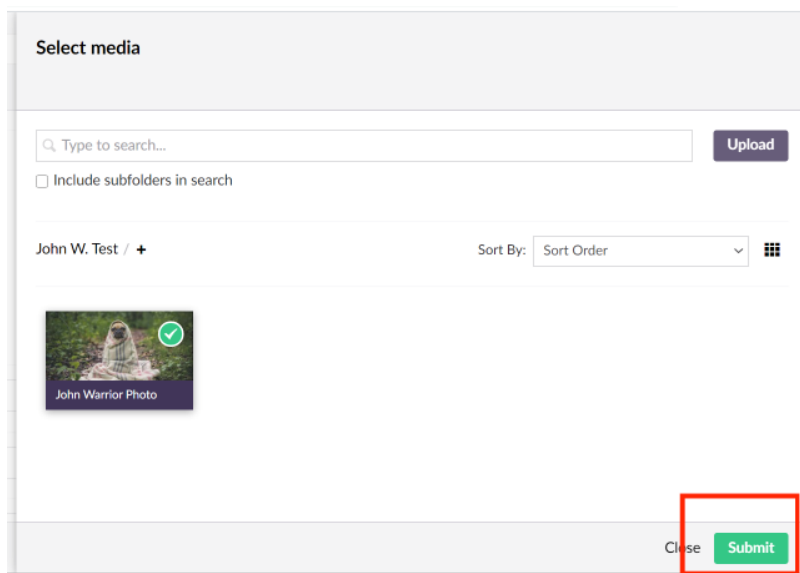
Photo

You can click the upload button or drag your photo (please have it in .jpg format) into this box.

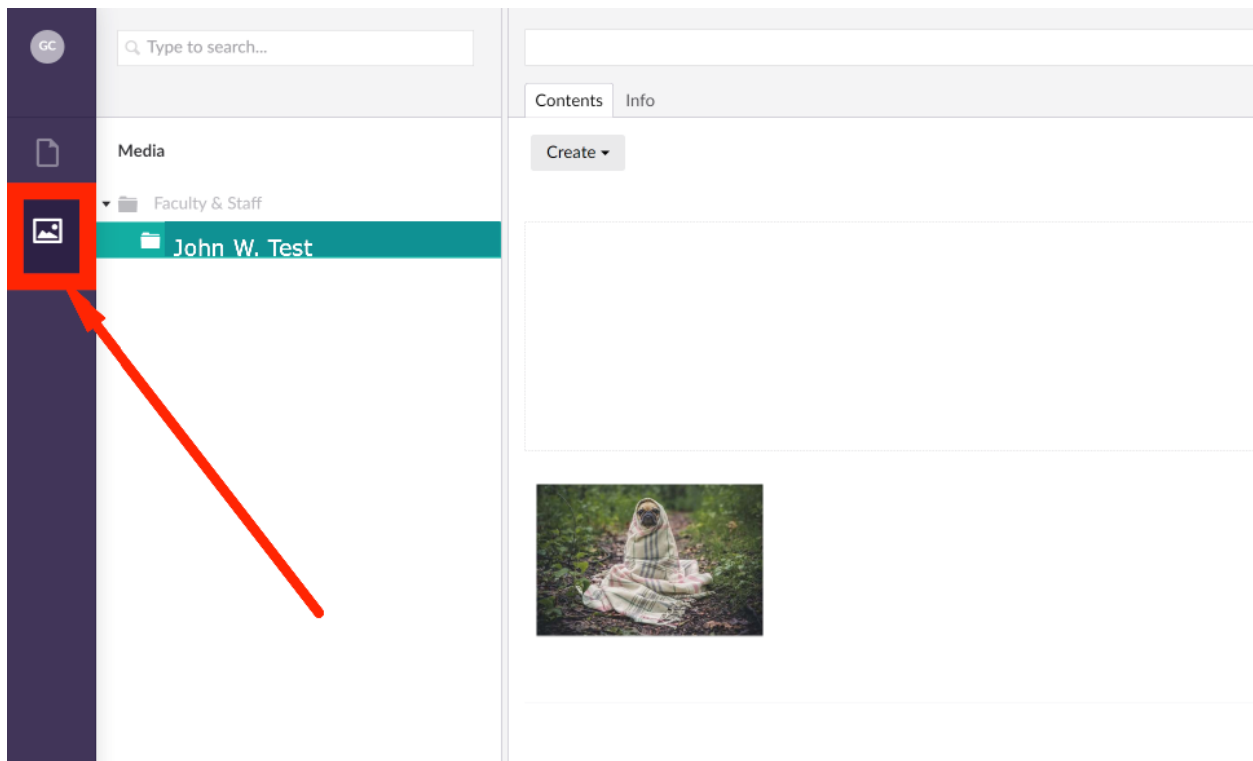
***The photo needs to be a high-resolution professional head shot, not a casual or personally taken image. If you need to have a photo taken, please contact Kevin Grote kagrote@lsc.edu to schedule a photo session.**



Click 'Submit' when finished.



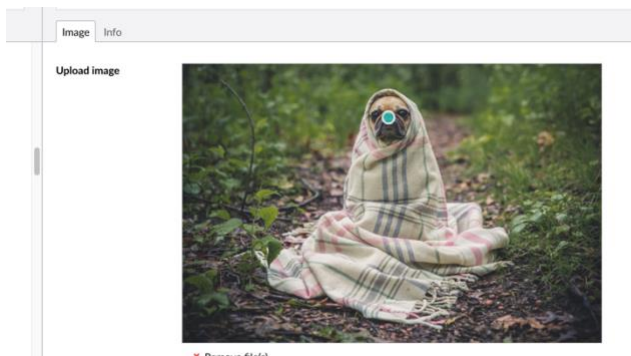
We need to make sure the photo's focal point is properly selected. To do this, go to Media on the left-hand pane.



Click on the purple toolbar to edit the image.

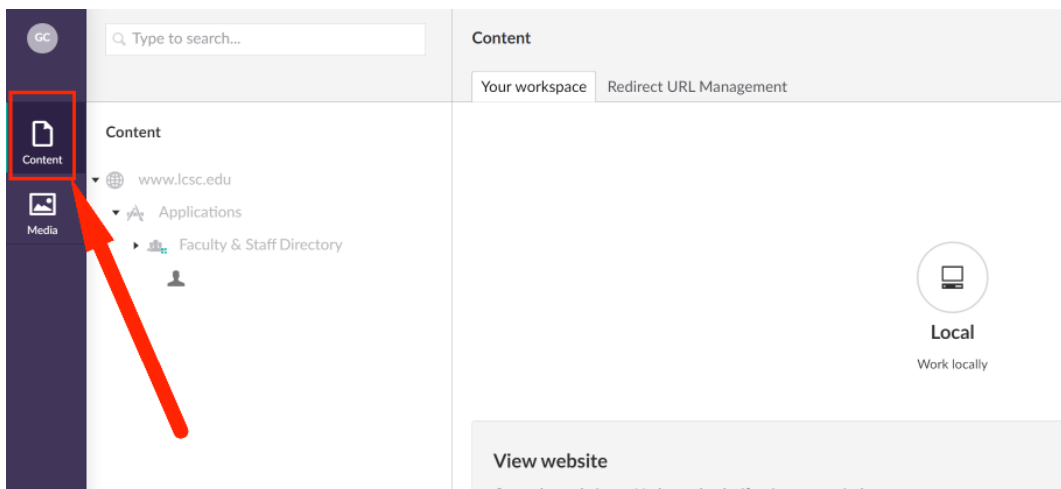


You will want to select the focal point (the greenish blue dot) where the middle of your image should be. In most cases, that is going to be on the nose of the person. Click the nose of the image and the focal point will move.

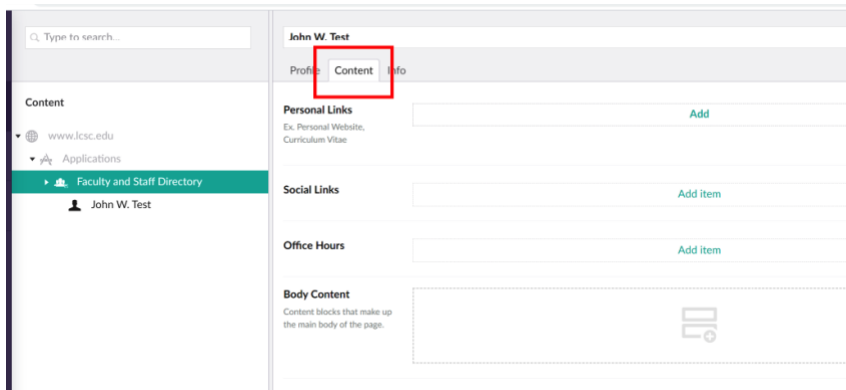


Click 'Save' in the bottom right corner.

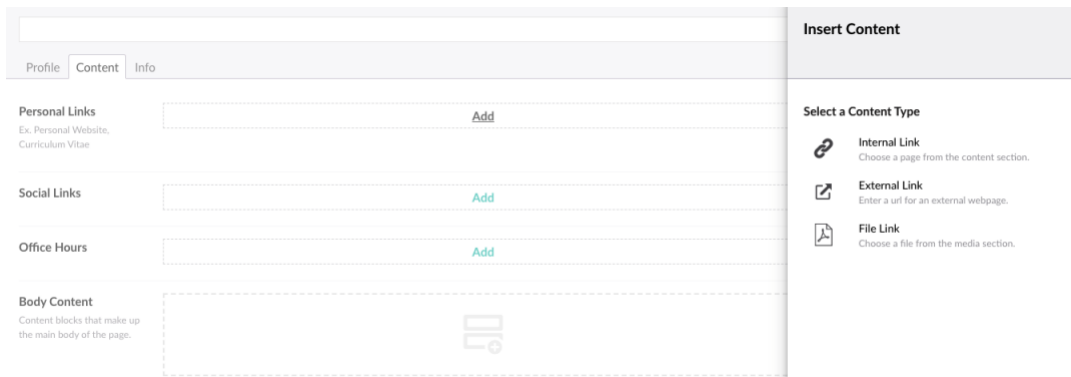
Then click on the Content tab to get back to your profile page.



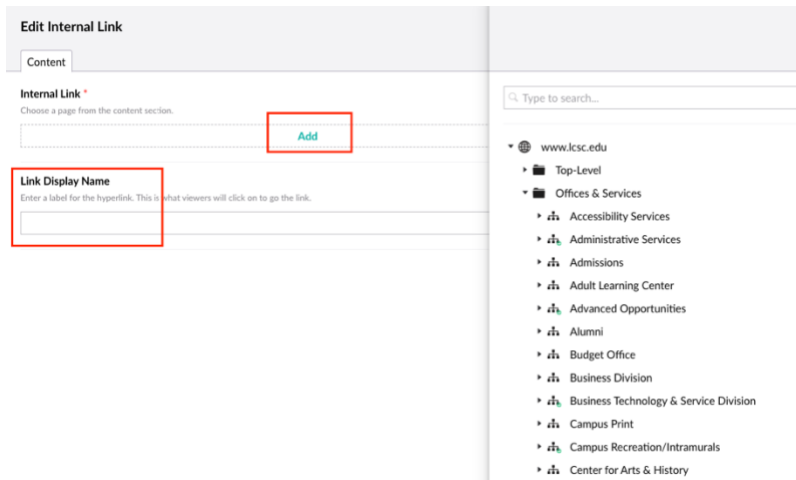
You can also fill out information on the Content tab.



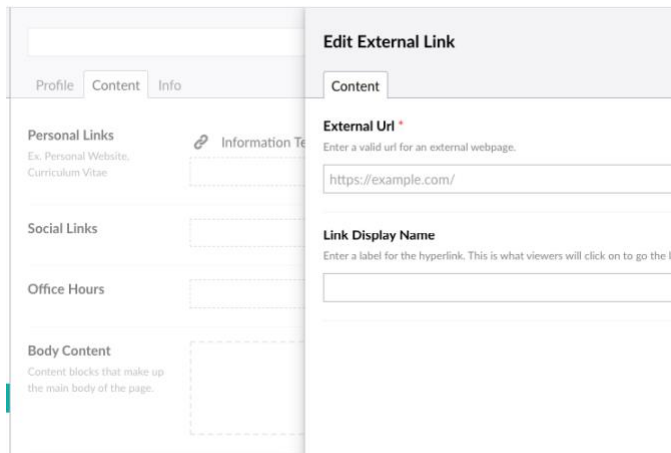
In the Personal Links section, you can add an internal link, external link or file link.



Adding an internal link is to link to another page on the www.lcsc.edu site. You will need to add a link display name such as IT Department.

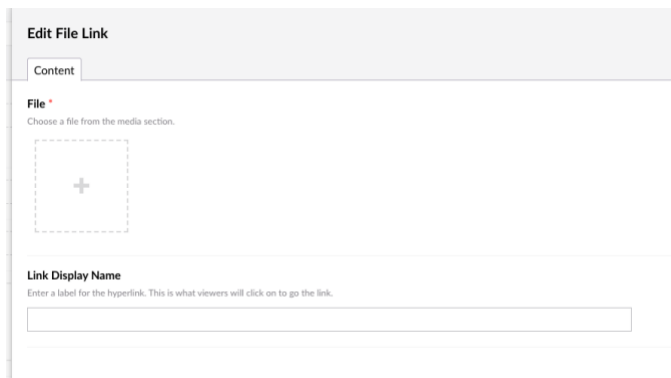


The external link option is for sites outside of LCSC. If you have your own website, you could link it here. Once again, make sure to add a Link Display Name such as “My Personal Website”.



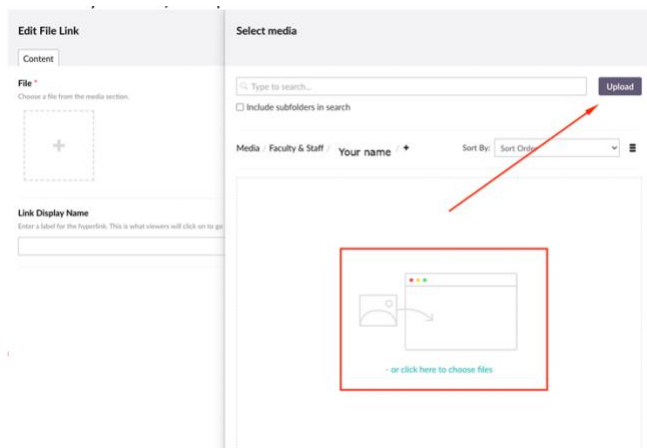
The screenshot shows the 'Edit External Link' form with the 'Content' tab selected. On the left, there are sections for 'Personal Links', 'Social Links', 'Office Hours', and 'Body Content'. The 'Personal Links' section includes a sub-section for 'Information Technology' with a dashed input field. The 'External Uri' field contains the text 'https://example.com/'. The 'Link Display Name' field is empty.

The File Link option is to upload documents. Click the ‘+’.



The screenshot shows the 'Edit File Link' form with the 'Content' tab selected. The 'File' section has a dashed box with a plus sign inside, indicating where to click to upload a file. The 'Link Display Name' field is empty.

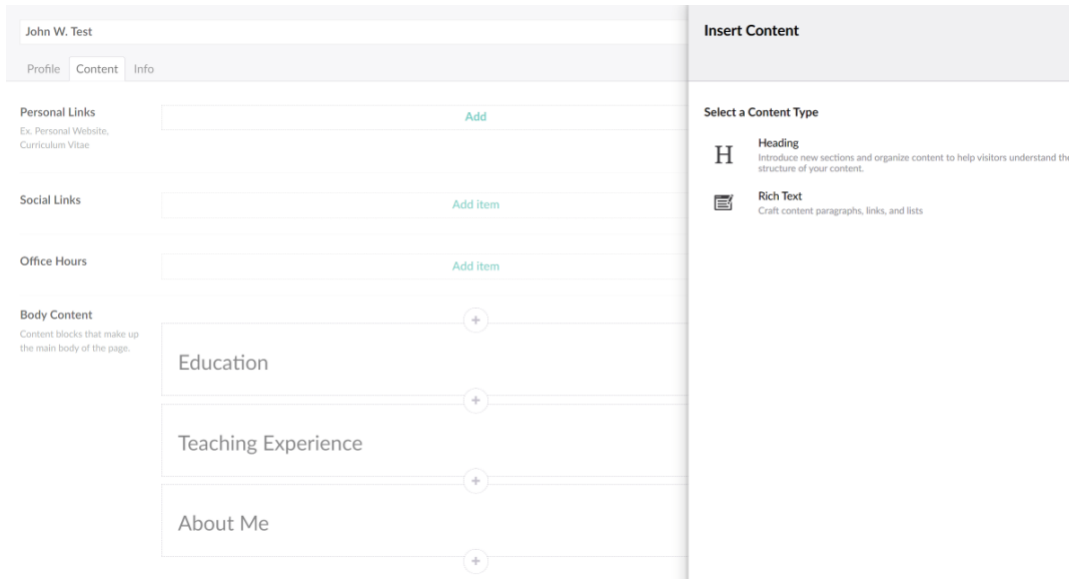
Once inside your folder, click ‘Upload’ or the graphic in the middle of the screen and select the .PDF you want to upload.



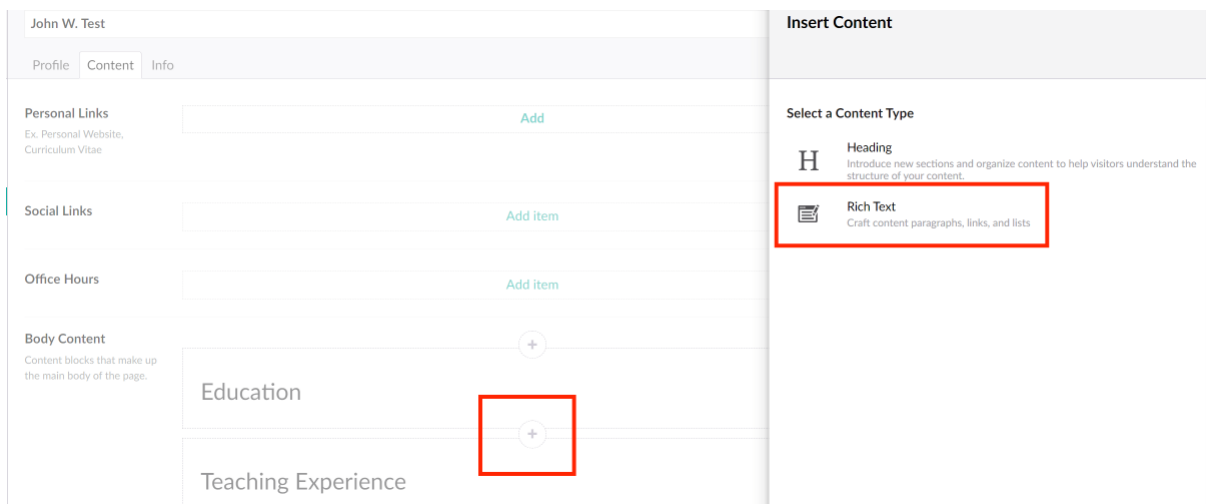
The screenshot shows the 'Select media' dialog box. A red arrow points to the 'Upload' button in the top right corner. Below the search bar, there is a list of media items. A red box highlights a graphic of a document with a plus sign, with the text '- or click here to choose files' below it.

In the 'Body Content' section, you can add Headings and Rich text by clicking the '+'.

I have added three headings called 'Education,' 'Teaching Experience', and 'Biography.'



To add words under the Education heading, I click the + sign under Education and then select Rich Text. I did the same steps for the other two headings.



Each Heading should be followed by a Rich Text box as shown here:

The screenshot shows a vertical stack of three sections in a profile editor. Each section is enclosed in a light gray border with a plus sign in a circle at the top center. The first section is titled "Education" (H3 heading) and contains two lines of text: "2004 Lewis-Clark State College, Ph.D" and "1990 Lewis Clark State College, M.Ed." The second section is titled "Teaching Experience" (H3 heading) and contains a paragraph of text about John W. Test's teaching career. The third section is titled "Biography" (H3 heading) and contains a paragraph of text about John W. Test's hobbies. Each section has a "Rich Text" label in the bottom right corner.

Be sure to click Save and Publish while you work (down in the right-hand corner).

The Preview button allows you to see how your profile will display online.

This screenshot shows the same profile editor interface as the previous one, but with a focus on the bottom navigation bar. The navigation bar includes a breadcrumb trail "/ Faculty and Staff Directo... / John W. Test", a "Return to list" button, a "Preview" button, and a "Save and publish" button. The "Save and publish" button is highlighted with a red rectangular box, and a red arrow points to it from the right side of the page.



Dr. John W. Test, Ph.D

Vice President of the Pugs

📞 208-555-5555

📍 SPH 204

✉ warrior@lcsc.edu

🏠 [Warrior Entertainment Board](#)

[Vice President's Office](#) [My Personal Website](#) [Curriculum Vitae](#)

Office Hours

Mon	10-4pm
Tues	2-5pm
Wed	10-4pm

About John

Education

2004 Lewis-Clark State College, Ph.D

1990 Lewis Clark State College, M.Ed.

Teaching Experience

John W. Test knows that successful students become successful adults. This is his 15th year at Lewis-Clark State College and 10th year teaching fourth grade. So far, fourth grade is his favorite grade to teach! Dr. Test was the 2011 Newell Unified School District Teacher of the Year, and received his National Board Certification in 2004. He loves science and majored in biology at Lewis-Clark State College, where he also earned his teaching credential and Master of Education degree.

Biography

In the summer, John enjoys boating out on the beautiful Snake River. In the winter, he takes to the mountains to ski, snow-shoe, and snowmobile.