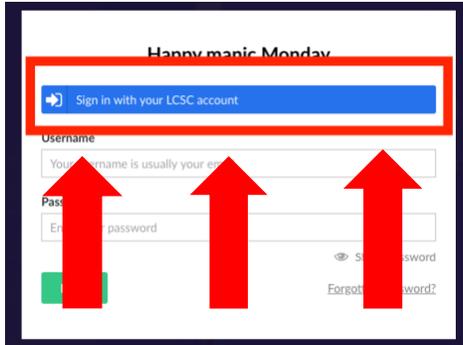


Welcome to LC State's online staff and faculty directory!

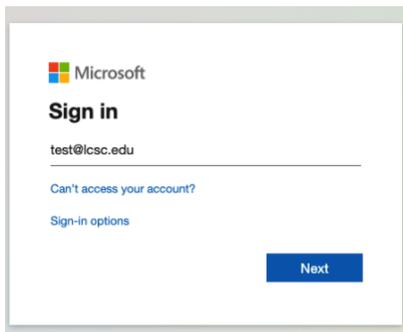
To add or update your director profile information click here: <https://edit.lcsc.edu>. You will need to be on campus or on the VPN to connect to this site.

If you are unable to sign in, or have issues filling out your profile please contact your site editor and they will submit a work order to the Help Desk. You can find your department's designated [site editor on this list](#).

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



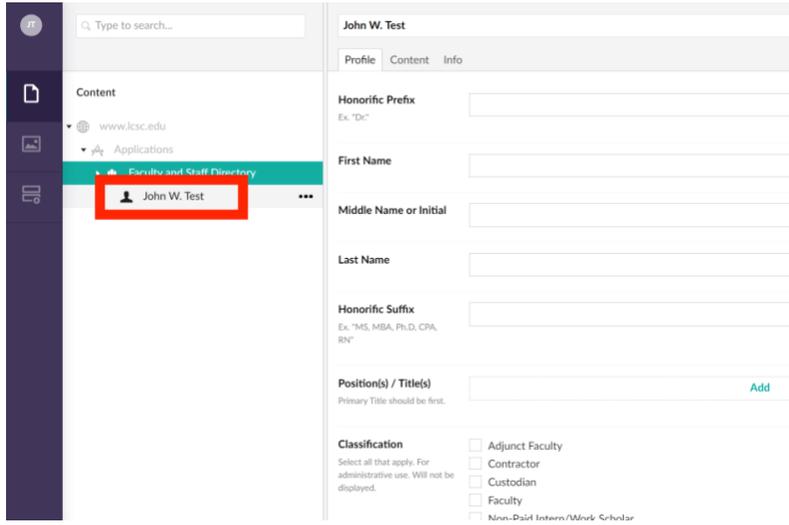
If prompted, type in your email address.



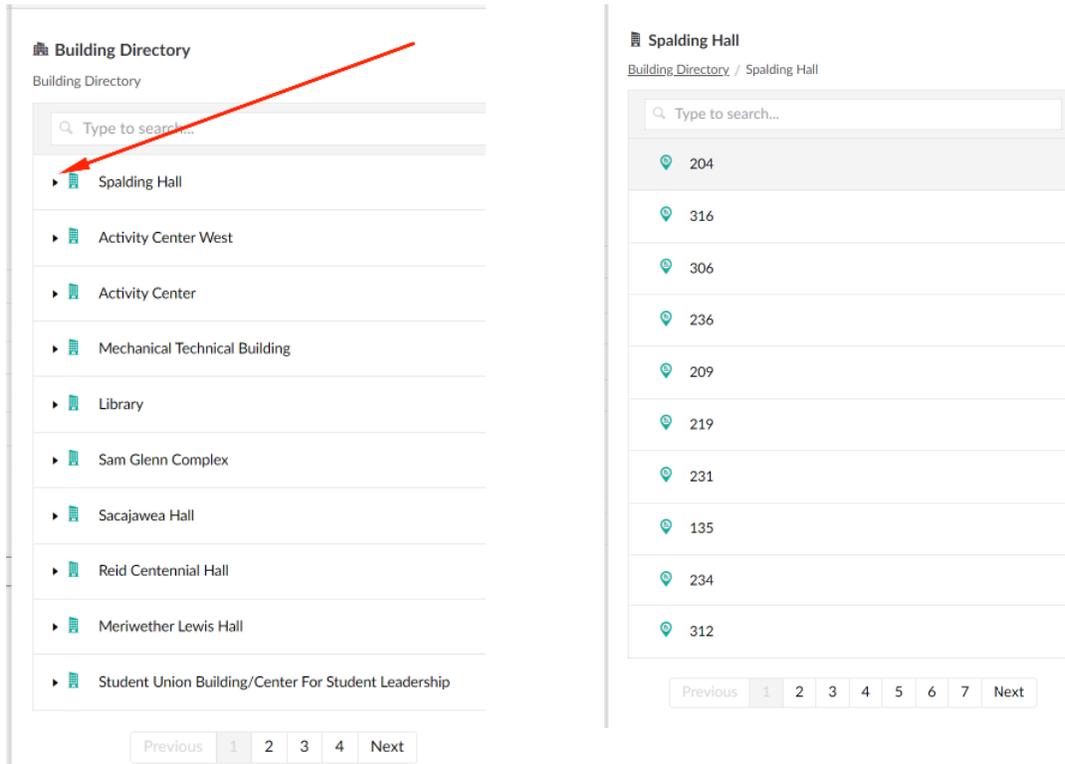
Then your username and password (same as your LCSC.edu email/computer password).



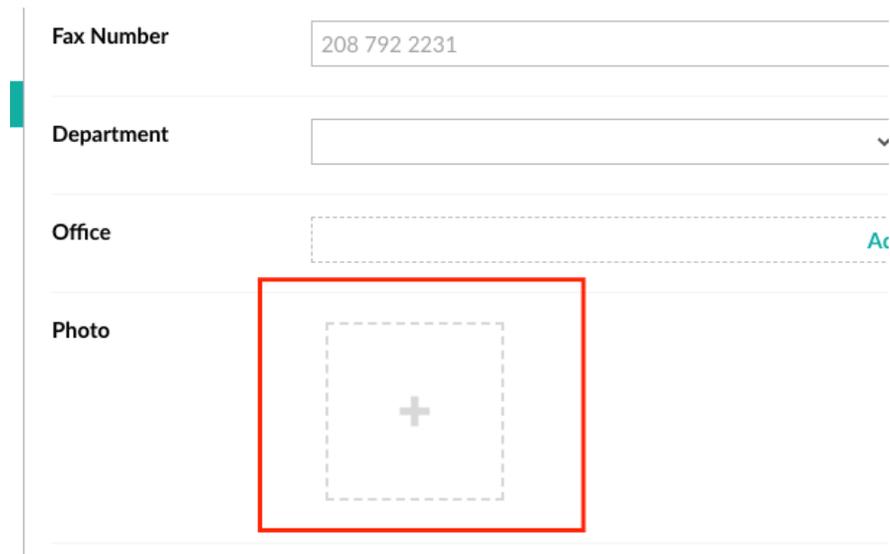
Once logged in you will see a Faculty and Staff Directory listing and then your name.



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.



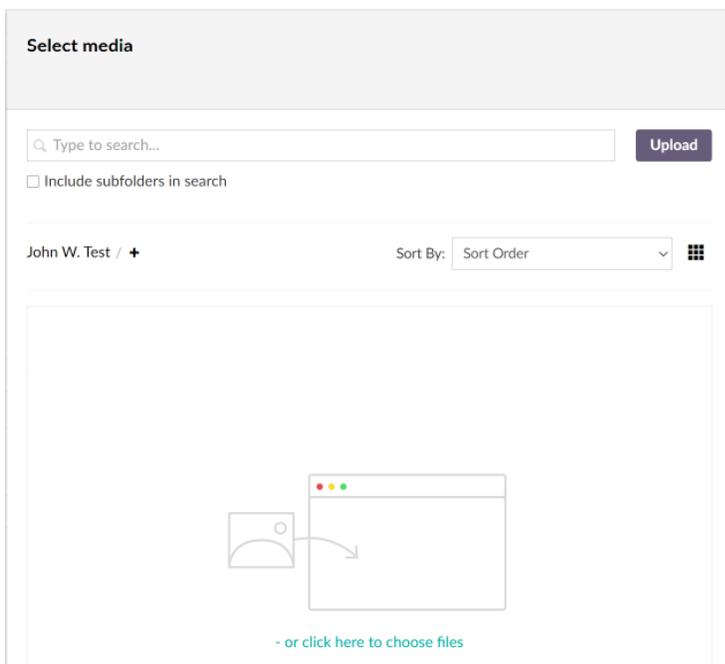
Click the + on the 'Photo' section to add a photo.



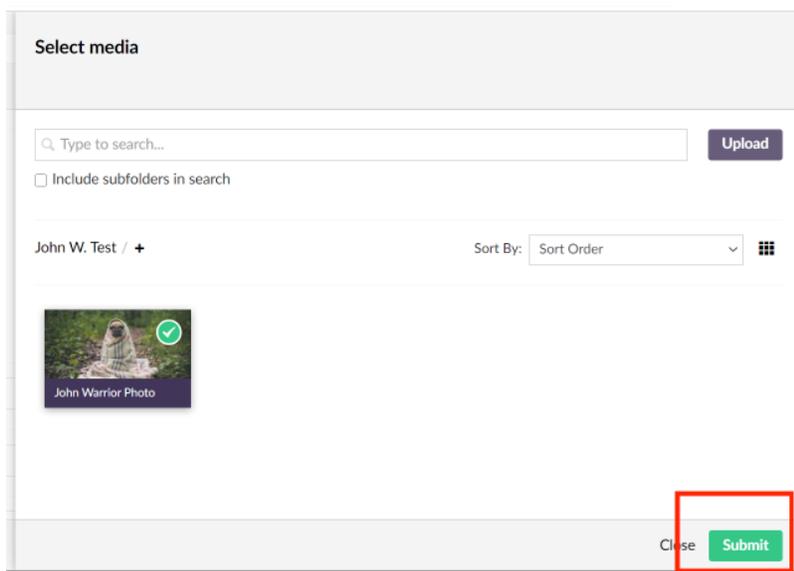
The image shows a portion of a user profile form. It includes fields for 'Fax Number' (containing '208 792 2231'), 'Department' (a dropdown menu), and 'Office' (a text field with a blue 'Ac' label). The 'Photo' section is highlighted with a red rectangular border. Inside this section is a dashed square containing a gray plus sign, indicating where to click to upload a photo.

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

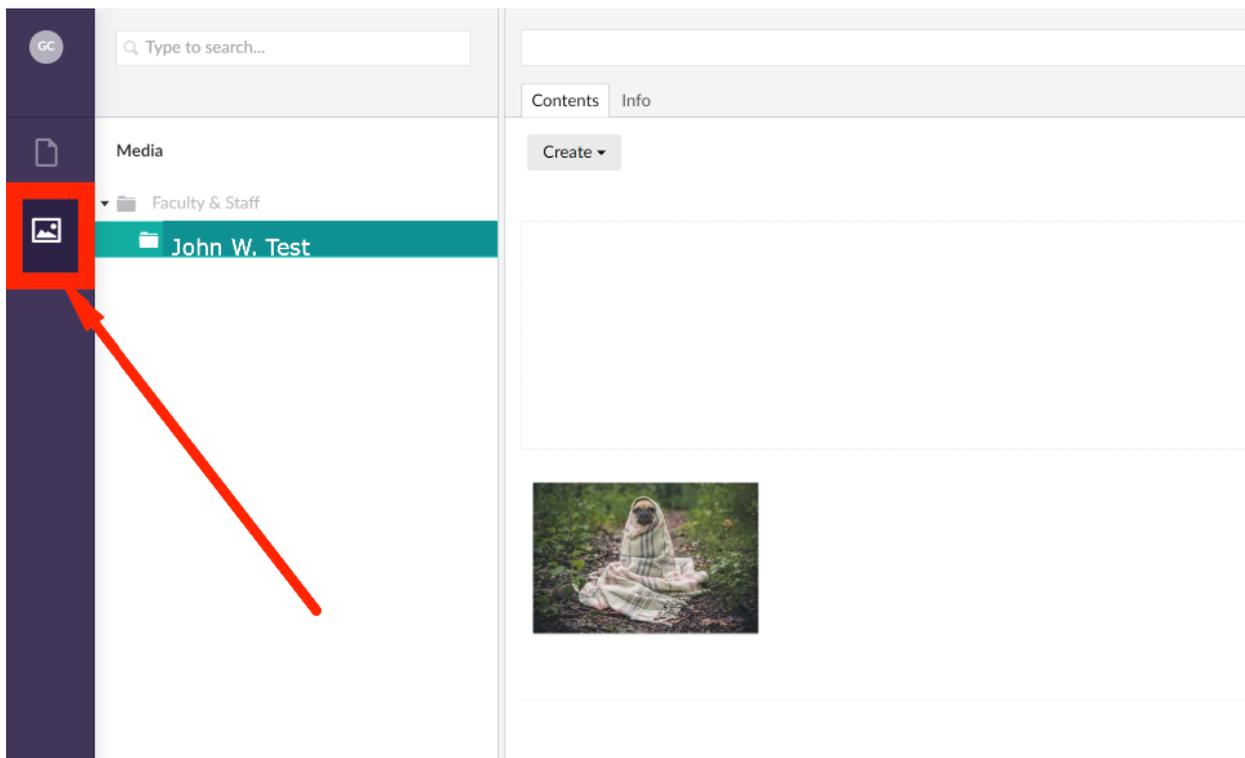
***The photo needs to be a high-resolution professional head shot, not a casual or personally taken image. If you need to have a photo taken, please contact Kevin Grote kagrote@lsc.edu to schedule a photo session.**



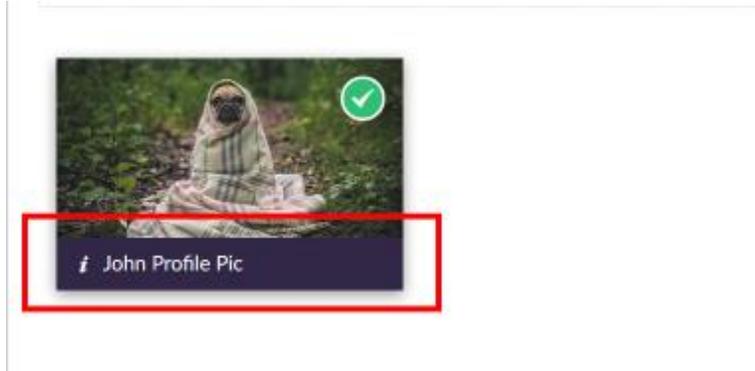
Click 'Submit' when finished.



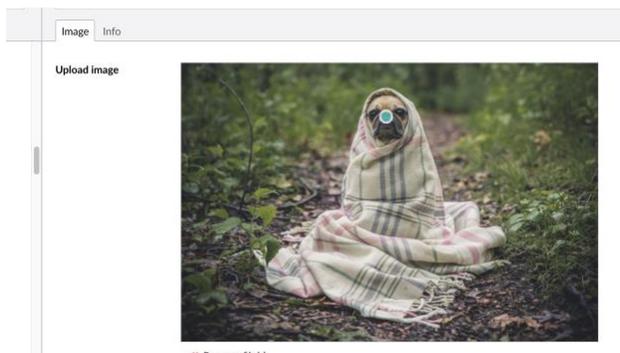
We need to make sure the photo's focal point is properly selected. To do this, go to Media on the left-hand pane.



Click on the purple toolbar to edit the image.

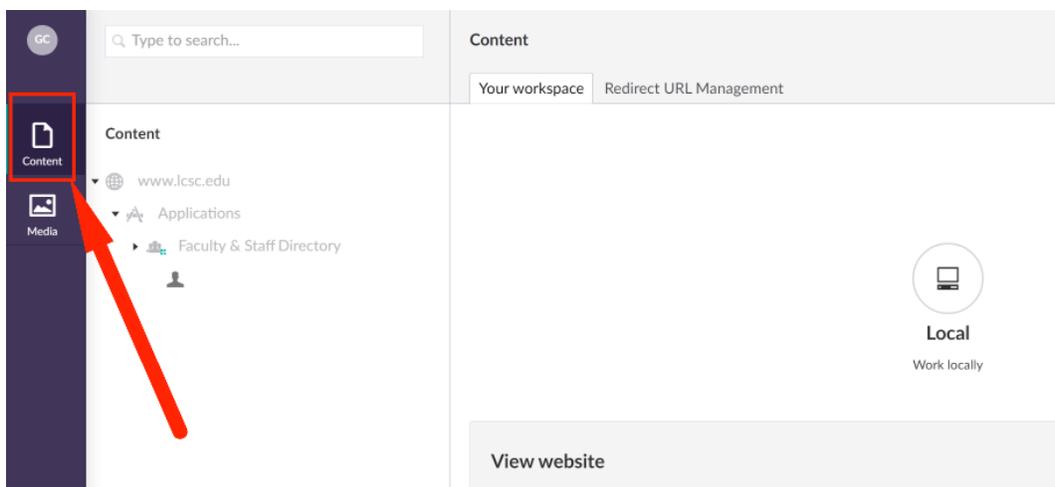


You will want to select the focal point (the greenish blue dot) where the middle of your image should be. In most cases, that is going to be on the nose of the person. Click the nose of the image and the focal point will move.

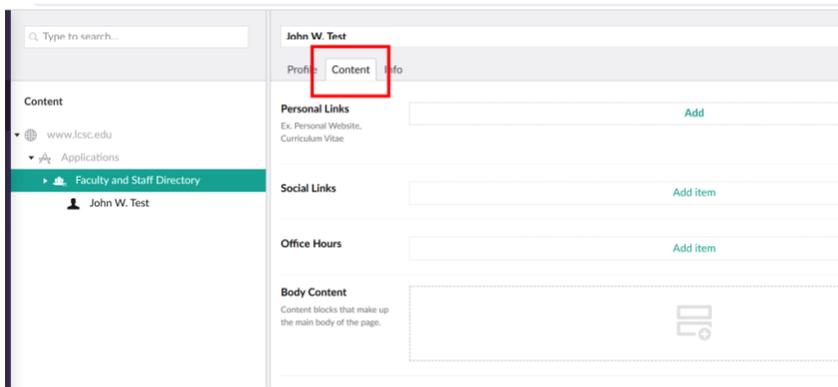


Click 'Save' in the bottom right corner.

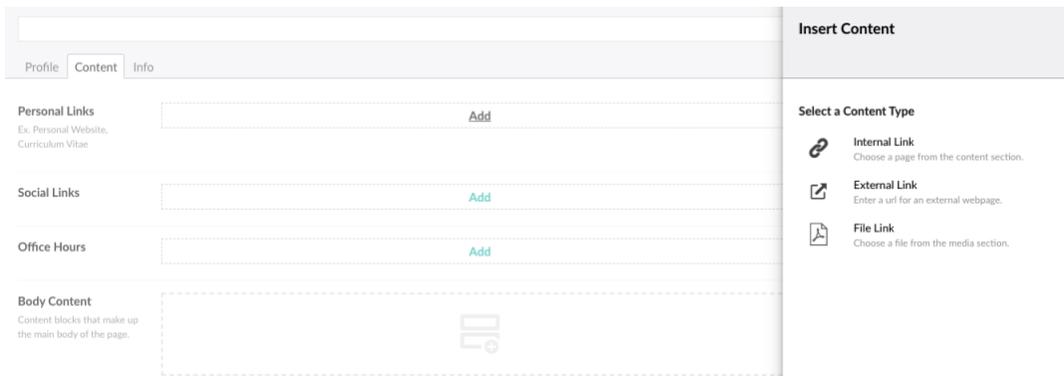
Then click on the Content tab to get back to your profile page.



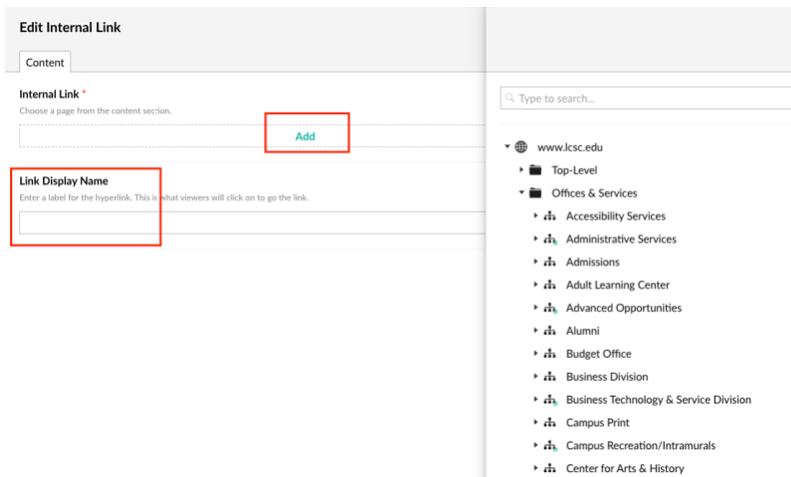
You can also fill out information on the Content tab.



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. On the left, there are tabs for 'Profile', 'Content', and 'Info', with 'Content' selected. Below the tabs 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 Link' section on the right has a 'Content' tab, an 'External Uri' field with the value 'https://example.com/', and a 'Link Display Name' field.

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

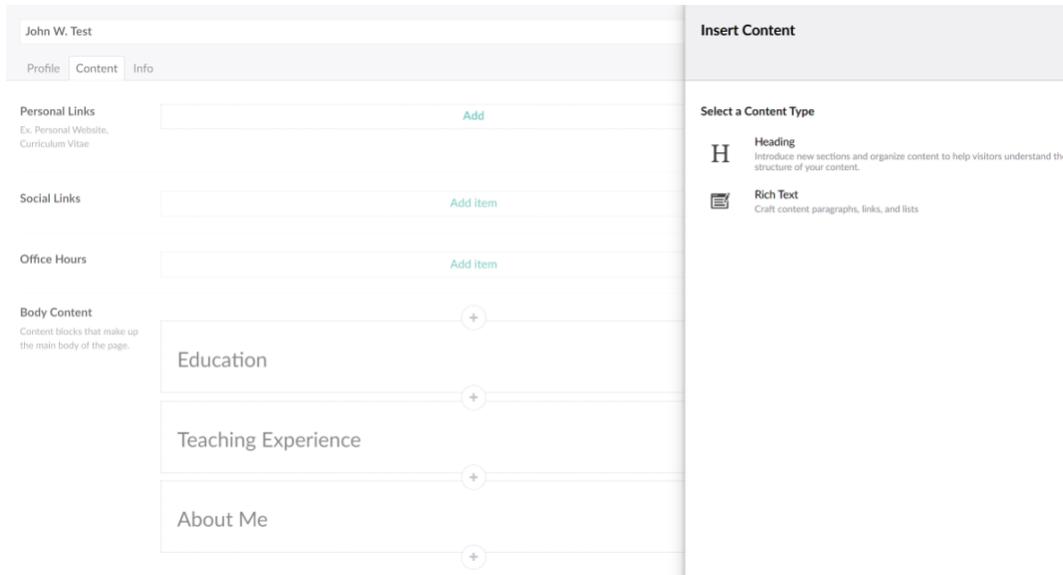
The screenshot shows the 'Edit File Link' form. It has a 'Content' tab. The 'File' section has a dashed box with a '+' sign and the text 'Choose a file from the media section.' Below it is the 'Link Display Name' section with a text input field.

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

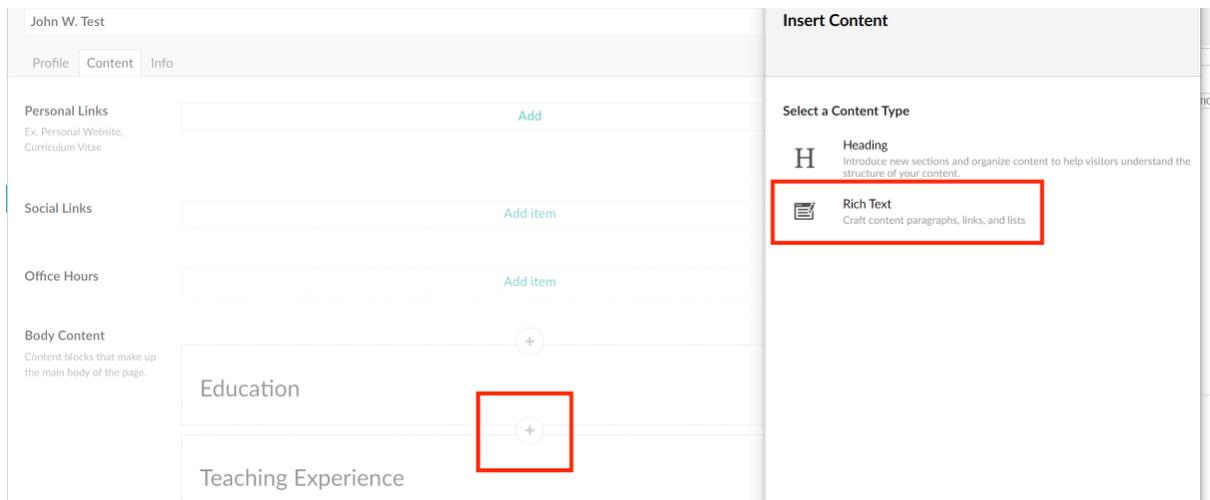
The screenshot shows the 'Select media' dialog box. It has a search bar with the text 'Type to search...', an 'Upload' button, and a checkbox for 'Include subfolders in search'. Below the search bar is a breadcrumb trail: 'Media / Faculty & Staff / Your name / +'. There is a 'Sort By' dropdown menu. In the center, there is a graphic of a document with a red box around it and the text '- or click here to choose files'. A red arrow points from the 'Upload' button to the graphic.

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 profile editor interface with three main sections, each consisting of a heading and a rich text box:

- Education:** The heading is "Education" (H3). The rich text box contains two entries: "2004 Lewis-Clark State College, Ph.D" and "1990 Lewis Clark State College, M.Ed.".
- Teaching Experience:** The heading is "Teaching Experience" (H3). The rich text box contains a paragraph: "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:** The heading is "Biography" (H3). The rich text box contains a paragraph: "In the summer, John enjoys boating out on the beautiful Snake River. In the winter, he takes to the mountains to ski, snowshoe, and snowmobile."

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 as above, but with the bottom navigation bar visible. The navigation bar includes the following elements:

- Page title: Faculty and Staff Directo... / John W. Test
- Buttons: "Return to list", "Preview", and "Save and publish".

The "Save and publish" button is highlighted with a red box, and a red arrow points to it from the text above.



Dr. John W. Test, Ph.D

Vice President of the Pugs

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📍 SPH 204

✉ warrrior@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.