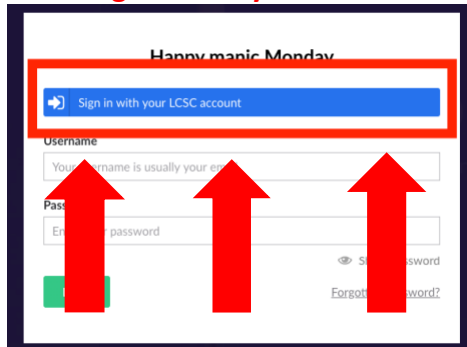


Welcome to LC State's online staff and faculty directory!

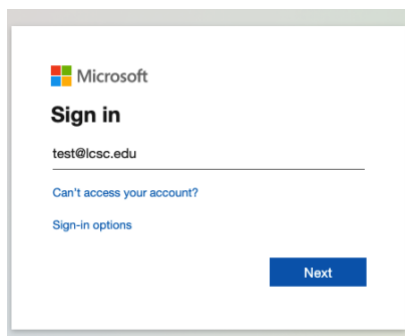
To add or update your director profile information click here: <https://edit.lcsc.edu>. You will need to be on campus or on the VPN to connect to this site.

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](#).

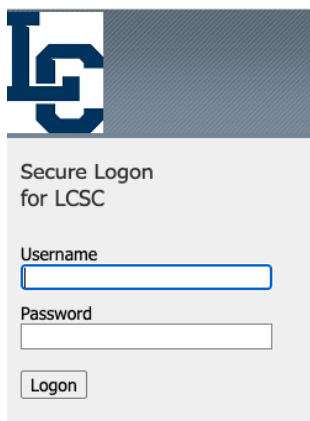
Click **"Sign in with your LCSC account"**.

A screenshot of a web page titled "Happy manic Monday". It features a blue button labeled "Sign in with your LCSC account" which is highlighted by a red rectangular box. Below this button are three red arrows pointing upwards towards the "Username" and "Password" input fields. The "Username" field has a placeholder text "Your username is usually your email address". The "Password" field has a placeholder text "Enter your password" and includes a "Show/Hide password" toggle and a "Forgot your password?" link.

If prompted, type in your email address.

A screenshot of the Microsoft "Sign in" page. It displays the Microsoft logo at the top left. Below it, the text "Sign in" is followed by the email address "test@lcsc.edu" entered in the input field. There are links for "Can't access your account?" and "Sign-in options". A blue "Next" button is located at the bottom right of the sign-in area.

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

A screenshot of the "Secure Logon for LCSC" page. It features the LCSC logo at the top left. Below the logo, the text "Secure Logon for LCSC" is displayed. There are two input fields: "Username" and "Password". Below the "Password" field is a "Logon" button.

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

John W. Test

Profile Content Info

Honorable Prefix  
Ex: "Dr."

First Name

Middle Name or Initial

Last Name

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

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

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

☐ Adjunct Faculty  
☐ Contractor  
☐ Custodian  
☐ Faculty  
☐ Non-Dual 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

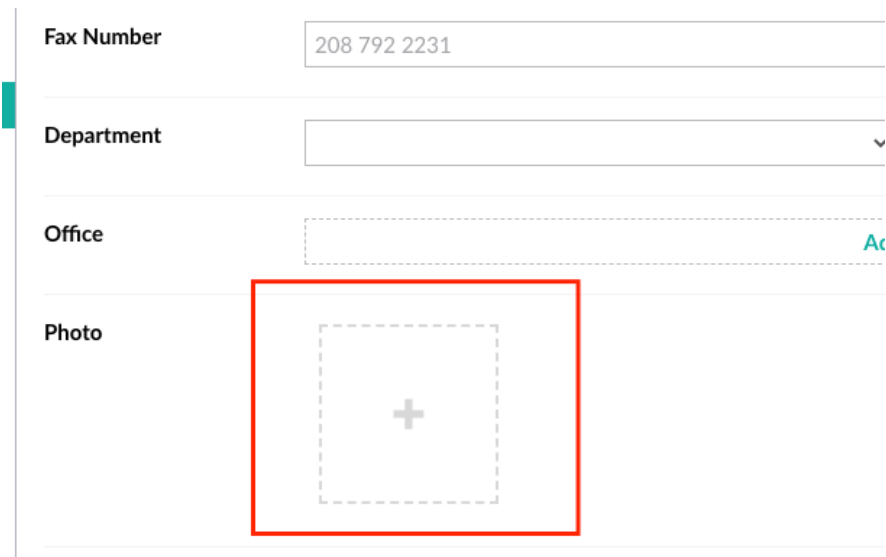
135

234

312

Previous 1 2 3 4 5 6 7 Next

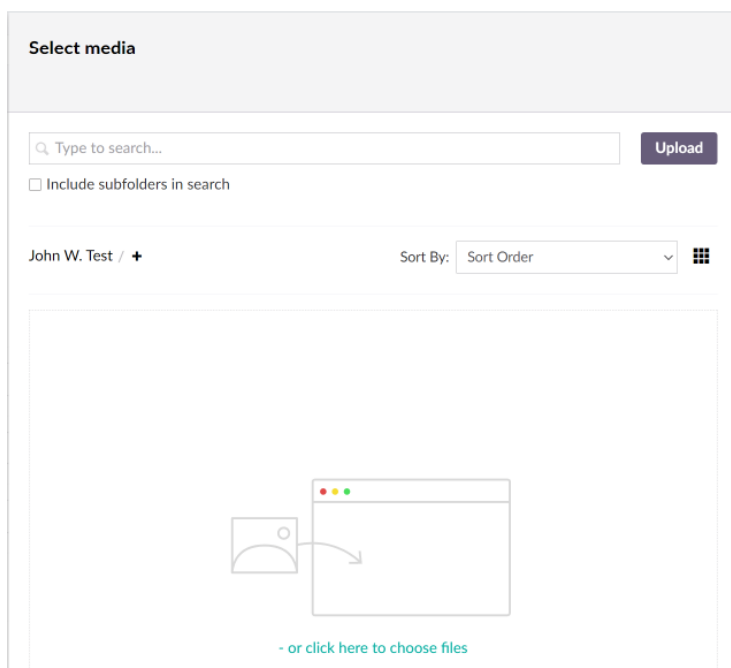
Click the + on the 'Photo' section to add a photo.



A form with four sections: 'Fax Number' with a text input containing '208 792 2231'; 'Department' with a dropdown menu; 'Office' with a dashed text input and a teal 'Ac' label; and 'Photo' with a dashed square box containing a grey plus sign. A red rectangle highlights the 'Photo' section.

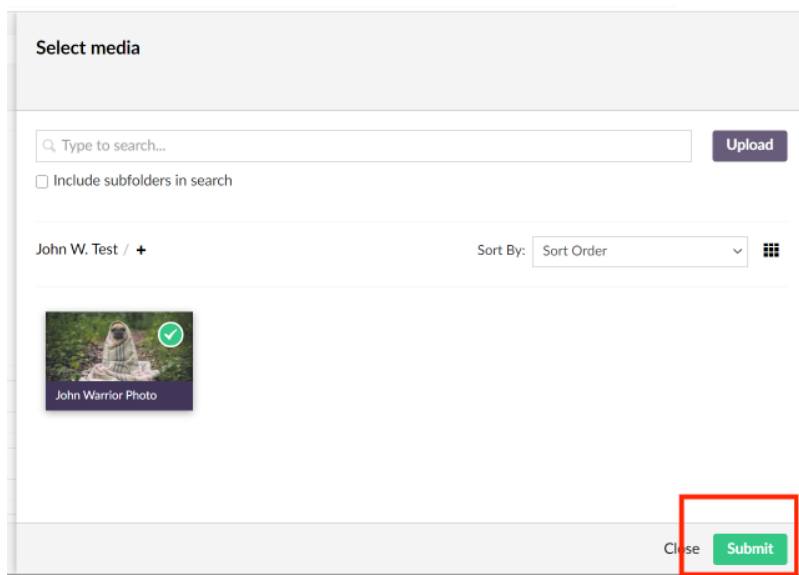
You can click the upload button or drag your photo (please have it in .jpg format) into this box.

**\*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@lcsc.edu](mailto:kagrote@lcsc.edu) to schedule a photo session.**

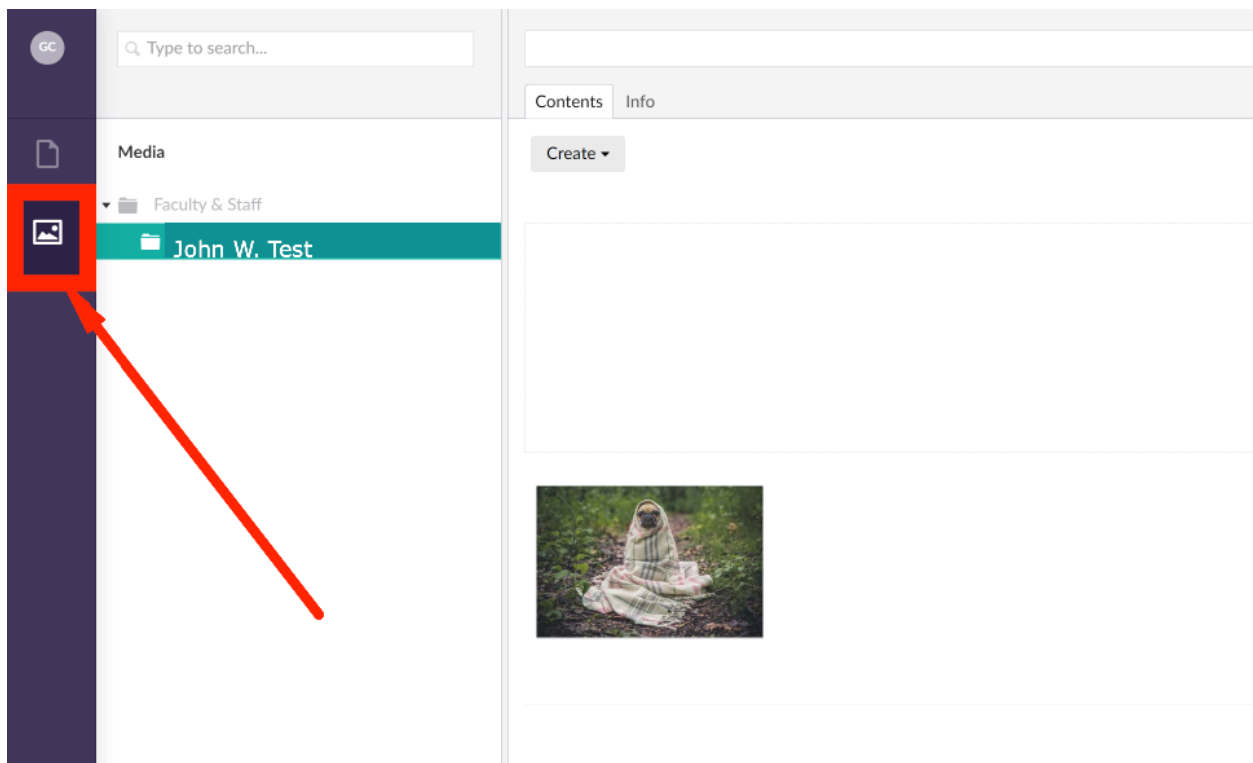


A media selection interface with a search bar, an 'Upload' button, a checkbox for 'Include subfolders in search', a breadcrumb 'John W. Test / +', a 'Sort By: Sort Order' dropdown, and a large dashed box for file upload. Below the box is a diagram showing a file being dragged into a window and a link '- or click here to choose files'.

Click 'Submit' when finished.



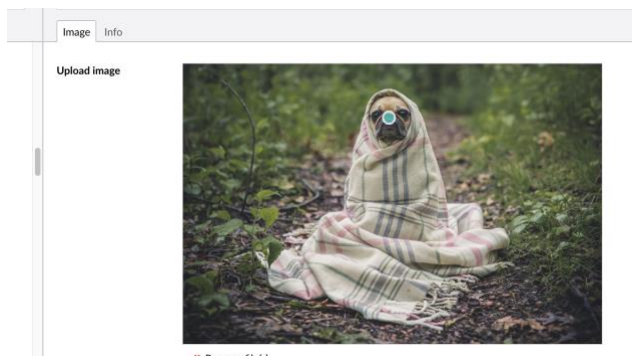
We need to make sure the photo's focal point is properly selected. To do this, go to Media on the left-hand pane.



Click on the purple toolbar to edit the image.

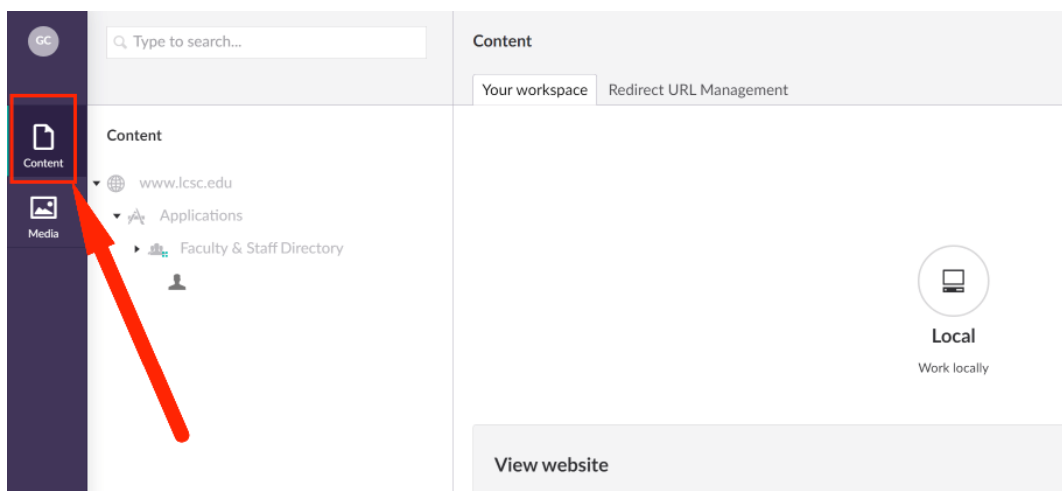


You will want to select the focal point (the greenish blue dot) where the middle of your image should be. In most cases, that is going to be on the nose of the person. Click the nose of the image and the focal point will move.



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.

The screenshot shows a user profile for John W. Test. The 'Content' tab is highlighted with a red box. The left sidebar shows a navigation menu with 'Faculty and Staff Directory' selected. The main content area has sections for Personal Links, Social Links, Office Hours, and Body Content, each with an 'Add' button.

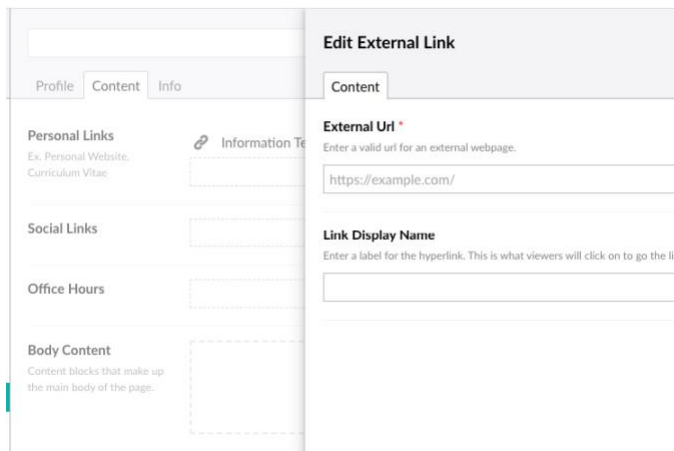
In the Personal Links section, you can add an internal link, external link or file link.

The 'Insert Content' dialog box is open, showing three options: Internal Link (Choose a page from the content section), External Link (Enter a url for an external webpage), and File Link (Choose a file from the media section). The 'Internal Link' option is selected.

Adding an internal link is to link to another page on the [www.lcsc.edu](http://www.lcsc.edu) site. You will need to add a link display name such as IT Department.

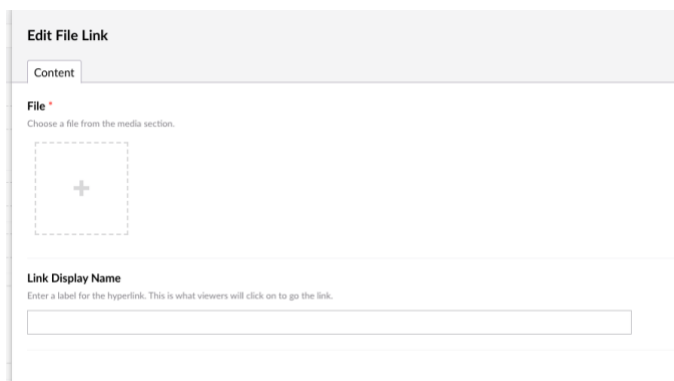
The 'Edit Internal Link' dialog box is open. The 'Internal Link' field is highlighted with a red box, and the 'Add' button is also highlighted. The 'Link Display Name' field is also highlighted with a red box. A search results list is visible on the right, showing various departments and services under 'www.lcsc.edu'.

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”.



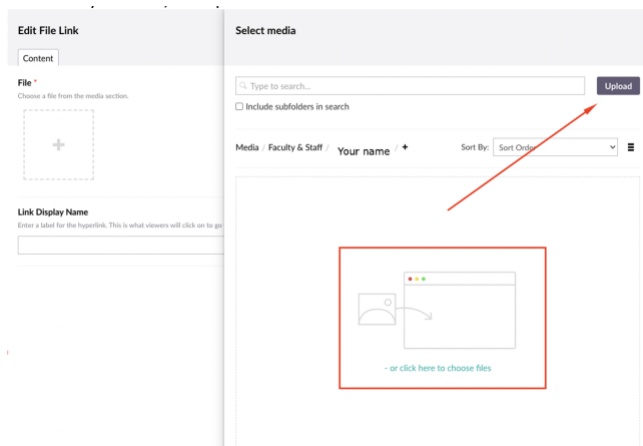
The screenshot shows a web interface with a sidebar on the left containing tabs for 'Profile', 'Content', and 'Info'. The 'Content' tab is active. The main area is titled 'Edit External Link' and has a sub-tab 'Content'. It contains two main sections: 'External Uri' with a text input field containing 'https://example.com/' and a 'Link Display Name' with an empty text input field. The sidebar also shows sections for 'Personal Links', 'Social Links', 'Office Hours', and 'Body Content'.

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



The screenshot shows a web interface titled 'Edit File Link' with a 'Content' sub-tab. It features a 'File' section with a dashed box containing a plus sign (+) and a 'Link Display Name' section with an empty text input field.

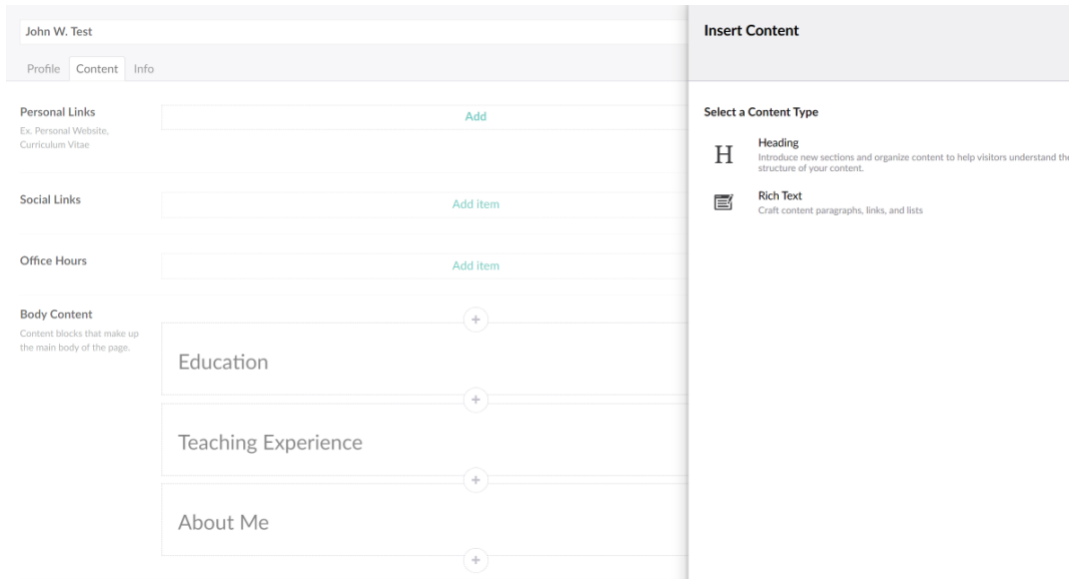
Once inside your folder, click ‘Upload’ or the graphic in the middle of the screen and select the .PDF you want to upload.



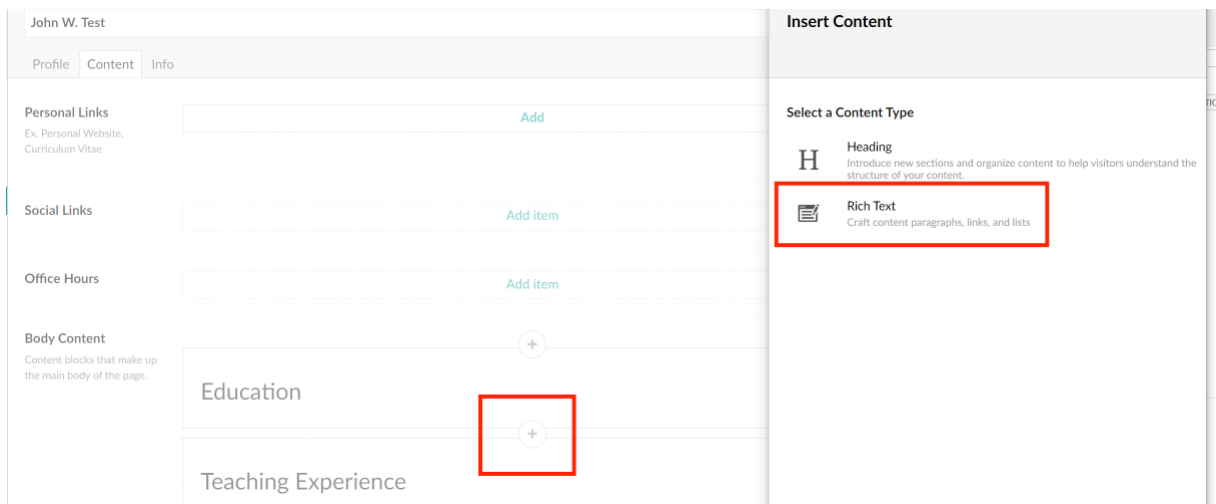
The screenshot shows a 'Select media' dialog box overlaid on the 'Edit File Link' form. The dialog has a search bar, an 'Upload' button, and a list of media items. A red arrow points to the 'Upload' button. Below the list, there is a graphic of a document with a plus sign and the text '- or click here to choose files'.

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 form with three sections, each consisting of a heading and a rich text box. The sections are: Education, Teaching Experience, and Biography. Each section has a '+' icon above the heading and a 'Rich Text' button to the right of the text box. The text in the boxes is as follows:

- 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, 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 form as the previous one, but with the bottom navigation bar visible. The 'Preview' button is highlighted with a red arrow, and the 'Save and publish' button is highlighted with a red box. The navigation bar also includes a 'Return to list' button and a breadcrumb trail: / Faculty and Staff Directo... / John W. Test.



**Dr. John W. Test, Ph.D**

Vice President of the Pugs

📞 208-555-5555

📍 SPH 204

✉ [warrior@lcsc.edu](mailto:warrior@lcsc.edu)

🏠 Warrior Entertainment Board

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

## Office Hours

<b>Mon</b>	10-4pm
<b>Tues</b>	2-5pm
<b>Wed</b>	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.