

# Managing Your Faculty/Staff Profile

## I. Introduction

The online faculty/staff profiles are designed to consolidate and present common employee information such as your office phone number, fax number, cell number, location, office hours etc. Course schedules for faculty members are also automatically displayed and allow students to download syllabi, course outlines and also be directed to any external course management system you might be using such as ETUDES, Moodle etc. Your profile pages also allow you to create custom web pages easily using Microsoft Word like tools without requiring knowledge of HTML.

Every faculty and staff member currently has a profile page ready to be updated. If you do not find your name in the [Campus Directories](#), you may request an account be created by submitting a [Work Request](#) order. Your profile page can also be viewed directly by navigating to the following URL <http://www.lamission.edu/~userid> where userid is your username used to login to your computer and also the first part of your userid@lamission.edu email