

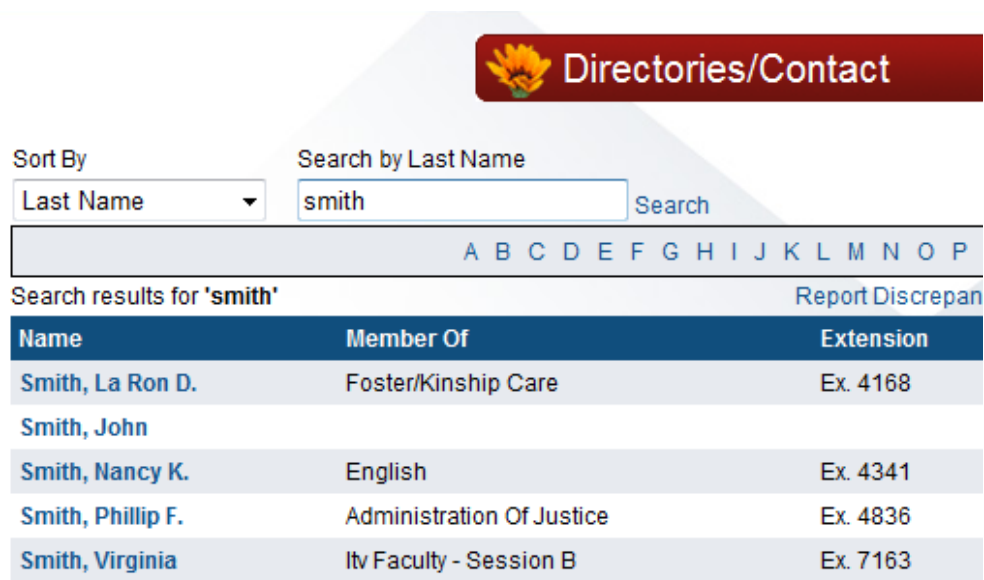
Managing Your Faculty/Staff Profile

II. Logging into Your Profile

There are several ways to login to your profile. If you have a lamission.edu email account, you can simply navigate to the URL <http://www.lamission.edu/~userid> where userid is the first part of your email. This internet address will be your permanent location for your profile. Feel free to distribute or print.

Another method of locating your profile is to search in the Campus Directories. Steps provided below:

1) Navigate to <http://www.lamission.edu/directories/>. Search for your name or use the alphabet search to locate your name. If you do not find your name in the directory, you may request an account be created by submitting an online [Work Request](#). After locating your account, click on your name to open your profile page.



Directories/Contact

Sort By: Last Name

Search by Last Name: Search

A B C D E F G H I J K L M N O P

Search results for 'smith' [Report Discrepancy](#)

Name	Member Of	Extension
Smith, La Ron D.	Foster/Kinship Care	Ex. 4168
Smith, John		
Smith, Nancy K.	English	Ex. 4341
Smith, Phillip F.	Administration Of Justice	Ex. 4836
Smith, Virginia	Itv Faculty - Session B	Ex. 7163

2) On the bottom left corner of your profile page under Contact Info, you will find a link that states when the profile was last updated 'Profile Updated XX/XX/20XX'. Click this link to navigate to the faculty/staff login page.

The screenshot shows the Los Angeles Mission College website. At the top left is the college logo. To the right are two images of campus buildings and two red buttons: "Apply Online Now!" and "Register For Classes". Below these is a navigation menu with links: "Why LAMC", "Students", "Online Classes", "ITV", "Faculty & Staff", "Community", and "Directory". A search bar with a "Go" button is on the right. The main content area features a "Welcome" banner with a sun icon and the text "Welcome to my page." Below the banner is a profile section for "Smith, John", a Staff Member. It includes a "Member Of" section, "My Pages" (with "Welcome" selected), and "Contact Info" (with "Office Hours: NA"). A "Profile Updated 3/19/2008" link is at the bottom left of the profile section, and a "Page Updated 3/19/2008" link is at the bottom right. The footer contains the college's address, phone number, and website links.

3) Enter your login information here. If you have a lamission.edu email account, your username is the first part of your email address and your password is the password you use to check your email or login to the work computer. If you do not have a lamission.edu email account, your username and password will be given to you upon request.

The screenshot shows a login form on a light blue background. At the top, a red message reads: "If you wish to submit grades, add/drop students, please login to the Instructor System by clicking [Here](#)". The login form itself is on a light yellow background and contains the following elements: a "Username" field with "smithj" entered and "@lamission.edu" to its right; a "Password" field with seven black dots; a "Login" button; a checkbox labeled "Private Computer [session will not expire]"; and a yellow padlock icon with "SSL" written on it. The footer of the page contains the college's address, phone number, and website links.