

## Managing Your Faculty/Staff Profile

### III. Updating Your Profile

After you have successfully logged in to your profile (refer to II. Logging into your profile), you will be presented with a page that will allow you to modify your profile. The information entered here will reflect onto your public profile page.

My Profile My Website My File Manager My Bio

### View/Edit John's Profile

Last Updated: 3/19/2008 3:18:01 PM

**Your Photo**

No Image Data

Clear

Browse... Upload

**Personal Information**

**Name**

Title John Smith

**Status**

Faculty Member

**Job Title**

N/A

**Availability**

On Leave

**Employee Number**

Your 8 digit employee number. If your employee number is six digits, add two 0's in front to make it 8 digits.

**Preferred Email**

Make Public (not recommended)

**Current Office Hours**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

Or By Appointment

**Phone/Fax Information**

**My Public Office Phone**

Phone Line Visible To

Everyone

**My Fax**

Fax Line Visible To

Everyone

**My Cell Phone**

818-123-4567 Visible To

Everyone

**My Location**

Select Building Room:

- **Note to Faculty:** For your course schedules to be automatically displayed on your profile page and also to take advantage of the tools that allow you to upload your syllabi, you must enter your 8 digit employee number on this page. This is the link that ties your account to your courses.

If you are a faculty member at LA Mission College, you must also check the Faculty Member check box. Enter any additional information here such as your office hours; your preferred email address that all messages sent to you from the web will go to. You may browse for your photo on your computer and upload to have your photo displayed on your profile page. **Once you have entered everything, make sure to click the Update button at the bottom of the page to save your changes.**