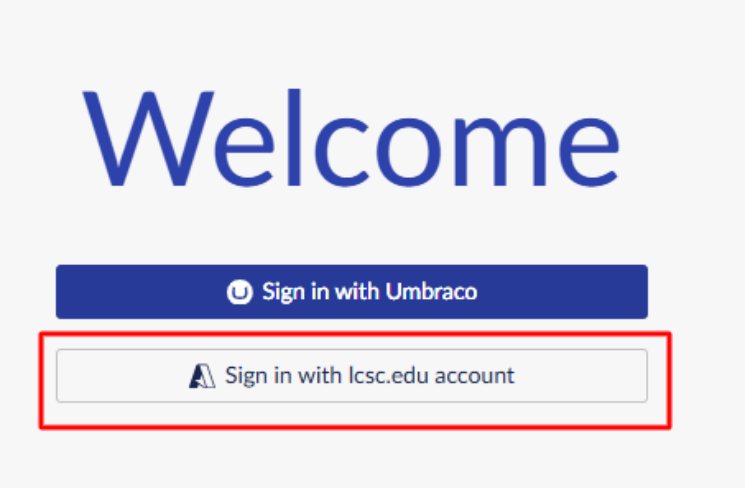
Welcome to LC State's online faculty and staff directory!

To add or update your campus directory profile information click here: https://edit.lcsc.edu.
If you are unable to sign in or have issues filling out your profile, please contact hadenton@lcsc.edu.

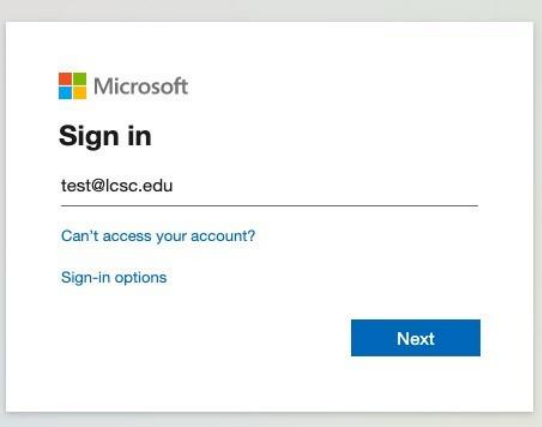
You received an email with instructions on how to fill out your profile, you will need to follow this login process, to gain access and make updates to your profile and or web editor content.

1. Logging into Umbraco

When logging into Umbraco initially, a login screen will show up. ***You do not need to enter in your credentials. You will only need to Click "Sign in with lcsc.edu account".**

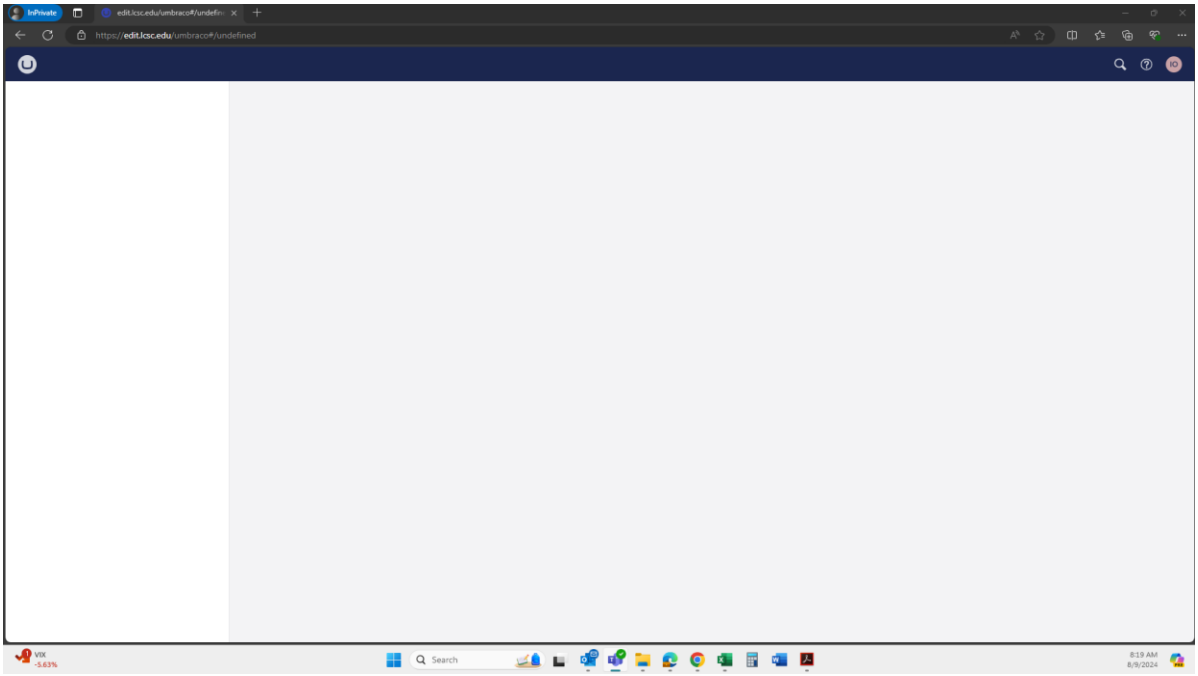


If prompted, type in your email address and your password (same as your LCSC.edu email/computer password).



2. You will see a blank screen

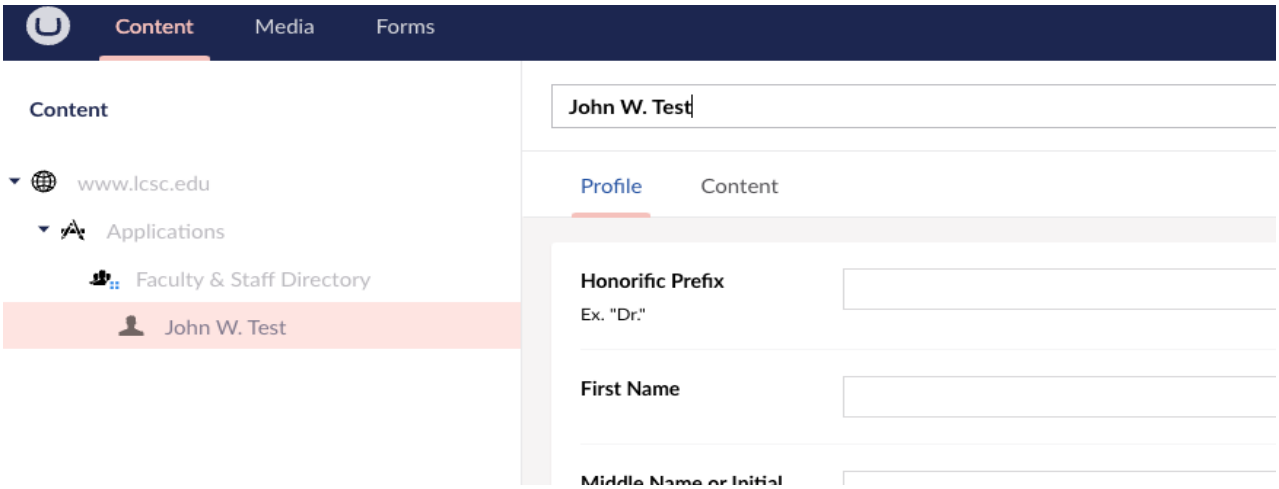
Once you are logged in you will see a blank screen, when you see this screen:



please email hadenton@lcsc.edu, so she can grant you access to your campus directory profile and or web editor content. Once Hailey sends you an email saying you have access to your content, you can login and make edits.

3. Please logout of Umbraco and relog in

Once you have refreshed or logged out of Umbraco and log in once again, this is the screen that you should see:



Please, follow the instructions below to complete your profile.

Before Completing Your Profile

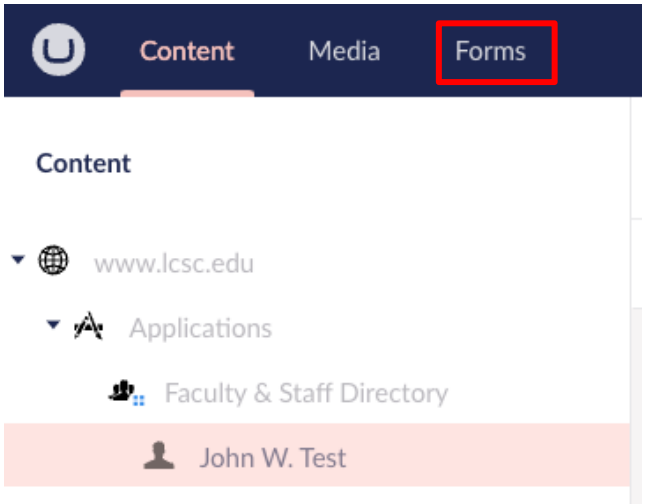
Please upload a professional headshot to your **media** folder for your campus directory picture. Our goal is for all LC State employees to have a recent, high-quality photo to help students and others recognize them, ensuring consistency across our website.

Examples of non-professional photos:

- Low-quality resolution images
- Dark images
- Selfies
- Black and white photos
- Computer mirroring selfie
- Profile picture crops your face
- Cropping someone/people out of your image
- Graphic/picture other than yourself

All employees are encouraged to utilize a current and professionally taken photograph in college publications, which includes the website's staff directory. If you don't have a professional-quality photo, or your photo is over five years old, you will need to get a new picture taken. If you have a new professional headshot and haven't updated your campus directory profile, you can always send it to hadenton@lcsc.edu and she will update it for you.

Navigating the Menu



Content – Update your profile.

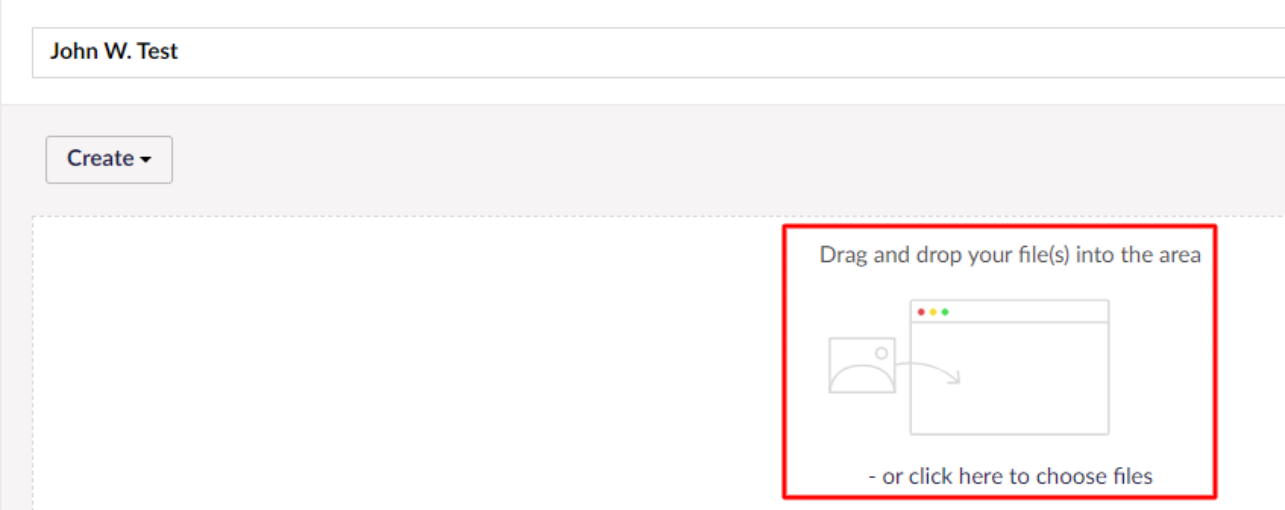
Media – Upload your professional headshot

Forms – Web editors must request access to gain form editor permissions.

Start off by uploading your Professional Headshot

To add images, documents and pdfs to your media folder do the following:

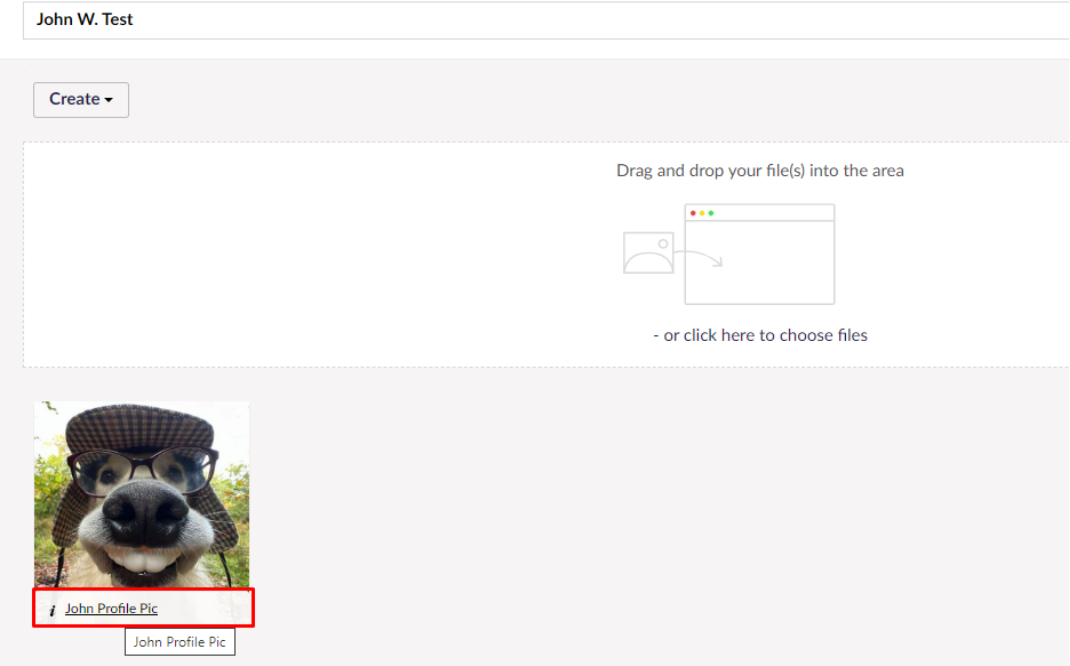
- Go to your Media folder by selecting the Media tab in the menu
- Drag and drop your media files into your folder area
- Or “click here to choose files option”.



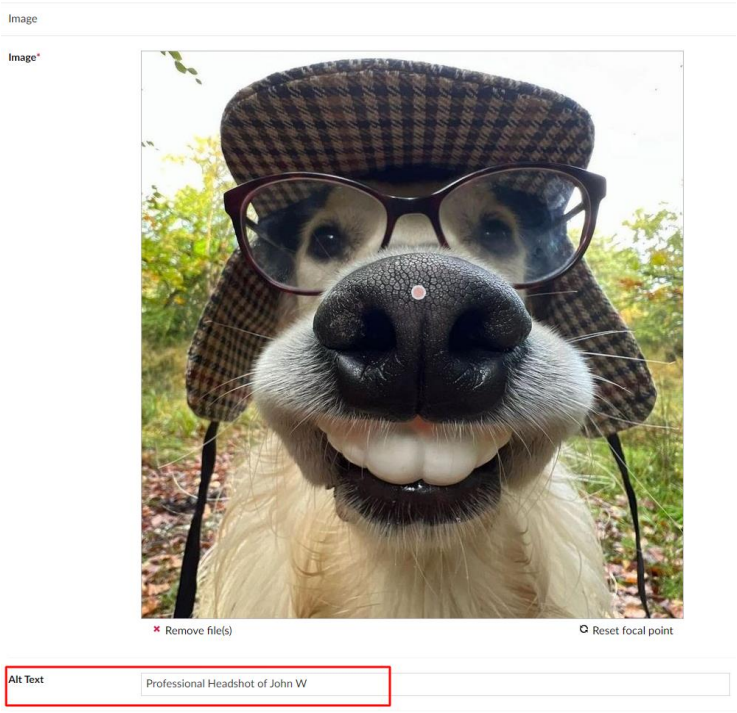
Click “**Save**” when finished.

Profile picture focal point

We need to make sure the photo’s focal point is properly selected. To set the focal point of the image, hover over the name of your image/file and select the white toolbar to edit the image.



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



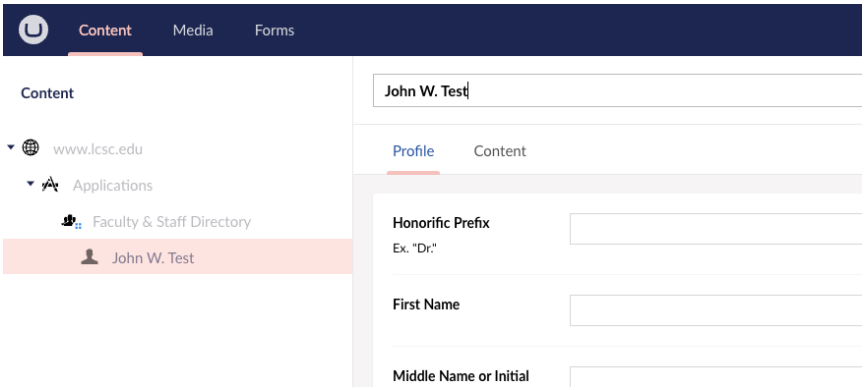
Once selecting the focal point of your photo, you will need to add alternative text to your professional headshot for screen readers. Click "**Save**" in the bottom right-hand corner.

Navigate back to the Content tab from the Media

Click on the Content tab at the top of the menu to get back to your profile page.

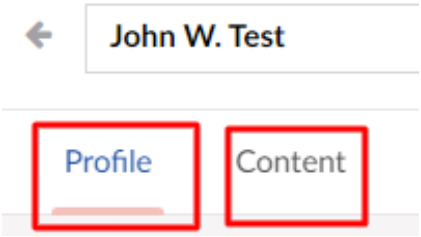


Go to your Faculty & Staff Directory name:



Filling out your Campus Directory Profile

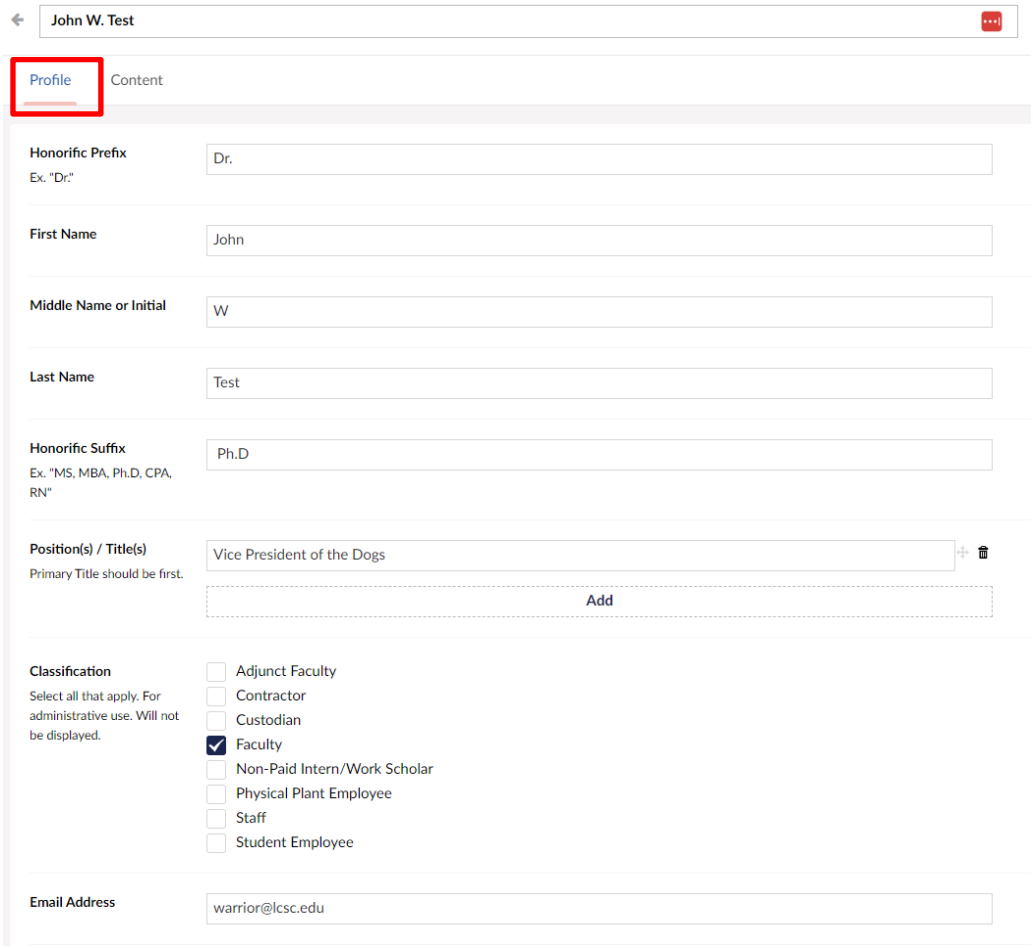
Edit your profile information by ensuring your name, job title, email, phone number, department and office location are correctly filled in. You can navigate between two tabs on your profile:



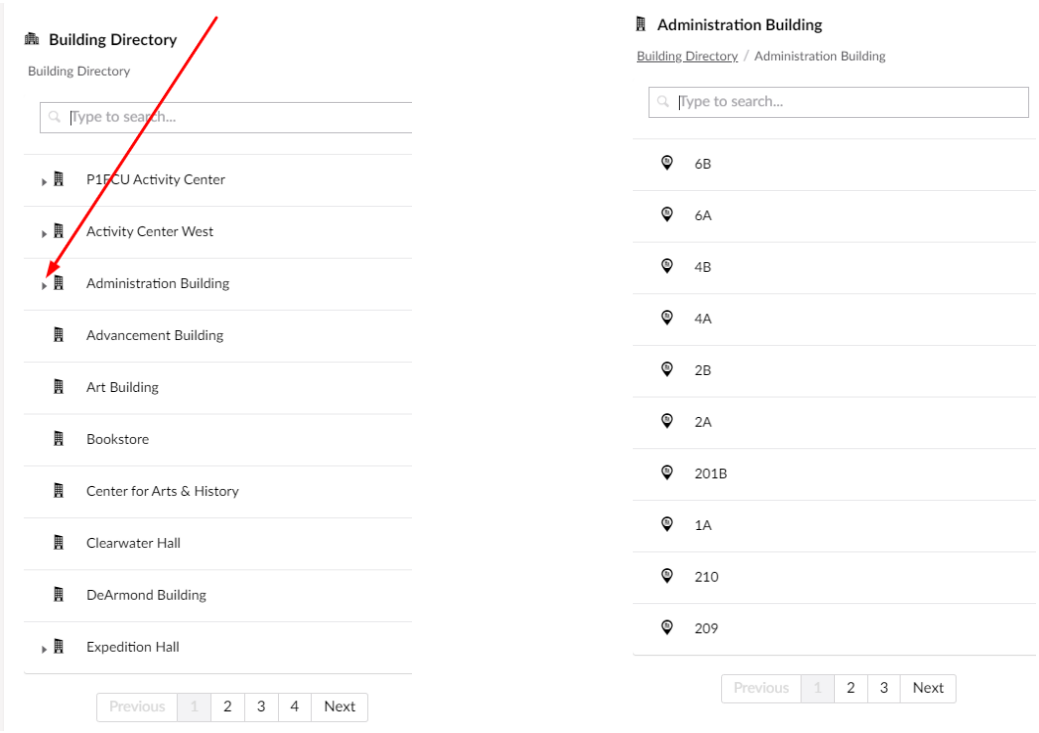
Profile Tab: in the profile section you fill out your information.

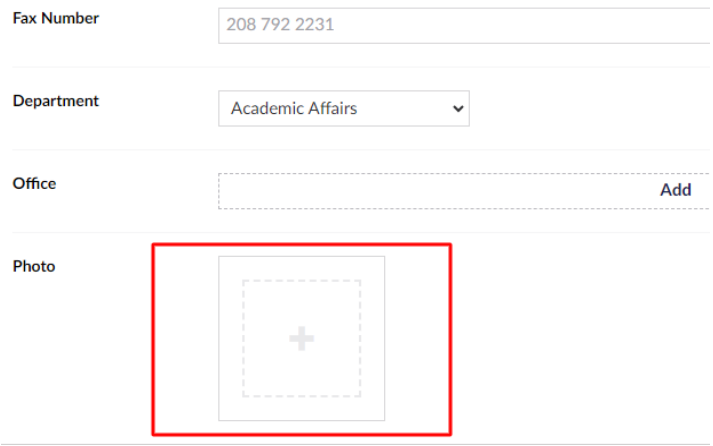
Content Tab: Add links and information about you.

Profile Tab



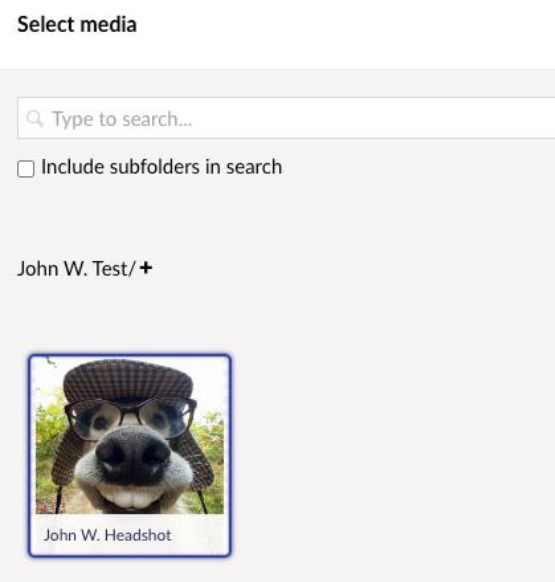
When filling out your office information, you need to click the small black arrow to see the room numbers within the building. If you click the word "**Administration Building**" it will ONLY select the building, not display your actual office room #. *If you don't see your office # in your building please email hadenton@lcsc.edu, so she can add your room # to the building directory.





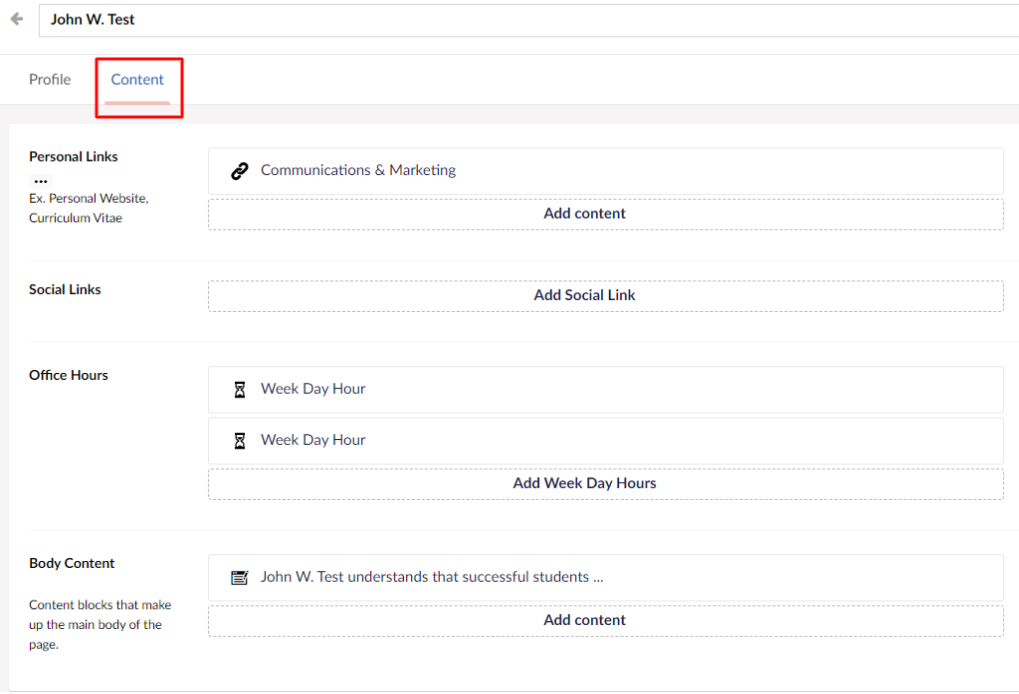
You can click the upload button or drag your photo (please have it in .jpg format) into this box.

*The photo needs to be a high-resolution professional headshot, not a casual or personally taken image. If you need to have a photo taken, please contact Bryce Cummings becummings@lcsc.edu to schedule a photo session.



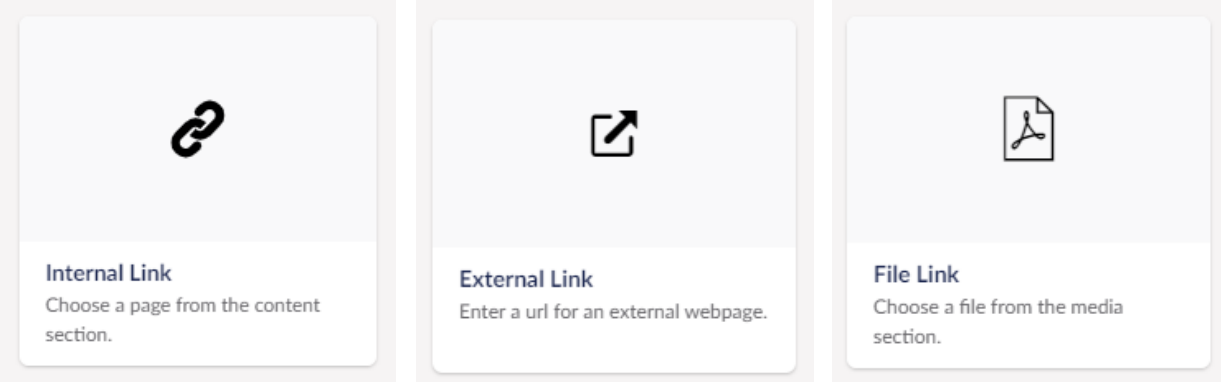
Click “**Submit**” when finished.

Content Tab



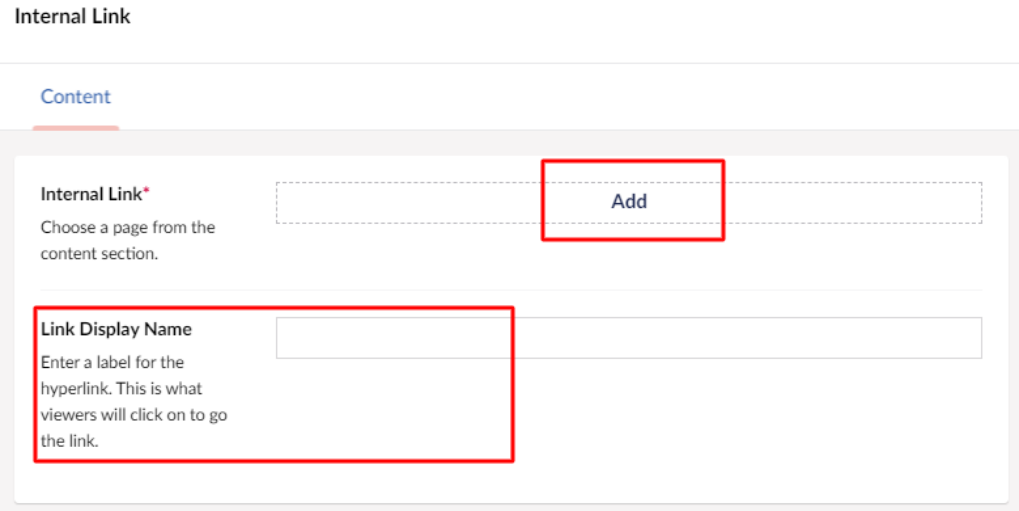
Personal Links

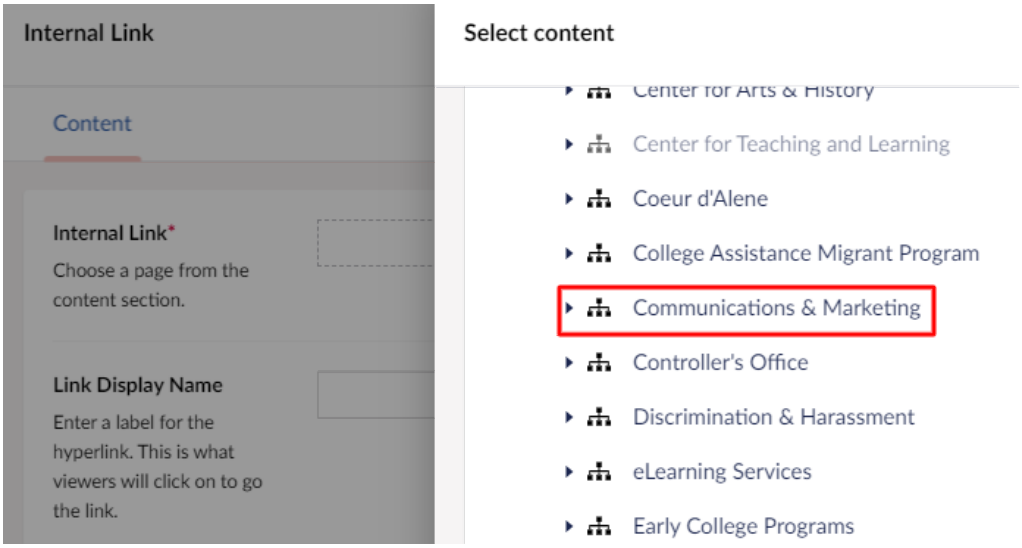
In the personal links section, you can add an internal link, external link or file link.



Adding an Internal Link

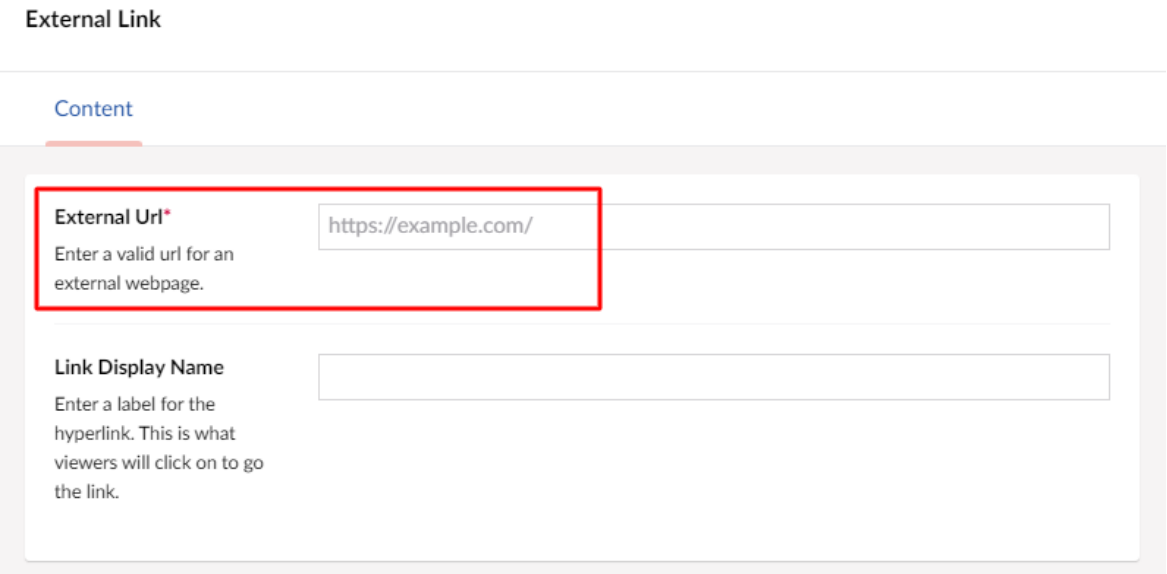
Adding an internal link is to link another page on www.lcsc.edu site. You will need to apply a link display name such as Communications & Marketing Department.




Internal Link
Content
Internal Link*
Choose a page from the content section.
Link Display Name
Enter a label for the hyperlink. This is what viewers will click on to go the link.
Select content
Center for Arts & History
Center for Teaching and Learning
Coeur d'Alene
College Assistance Migrant Program
Communications & Marketing
Controller's Office
Discrimination & Harassment
eLearning Services
Early College Programs

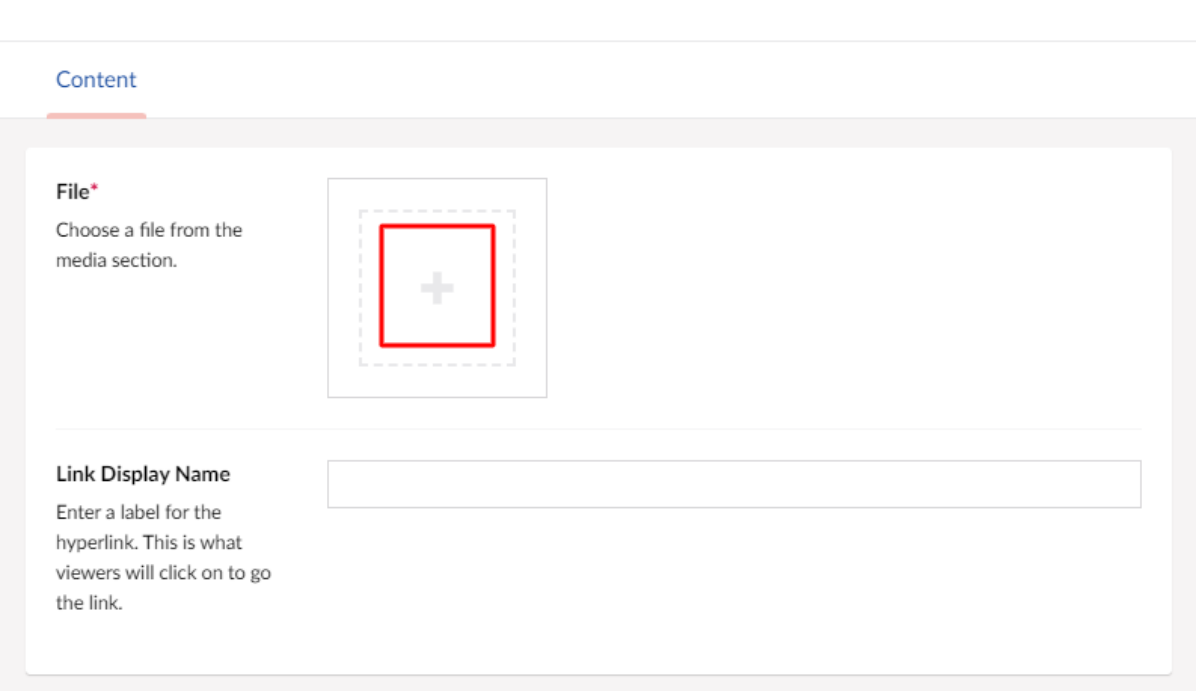
Adding an External Link

The external link option is for sites outside of LC State. 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”.



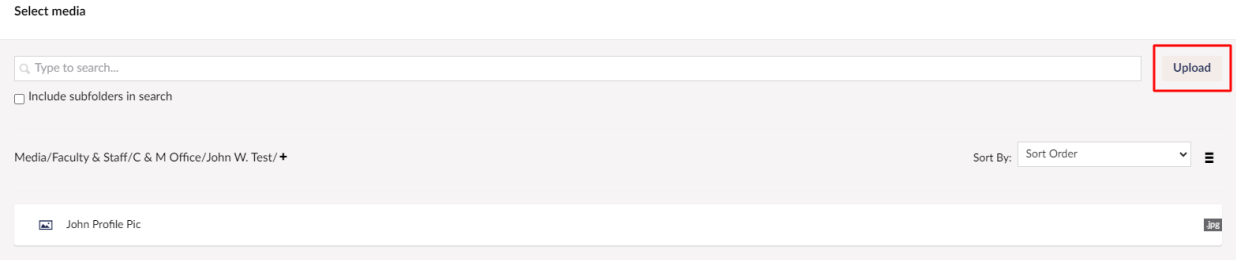
Adding a File Link

The File Link option is to upload documents. Click the plus (add) sign button.





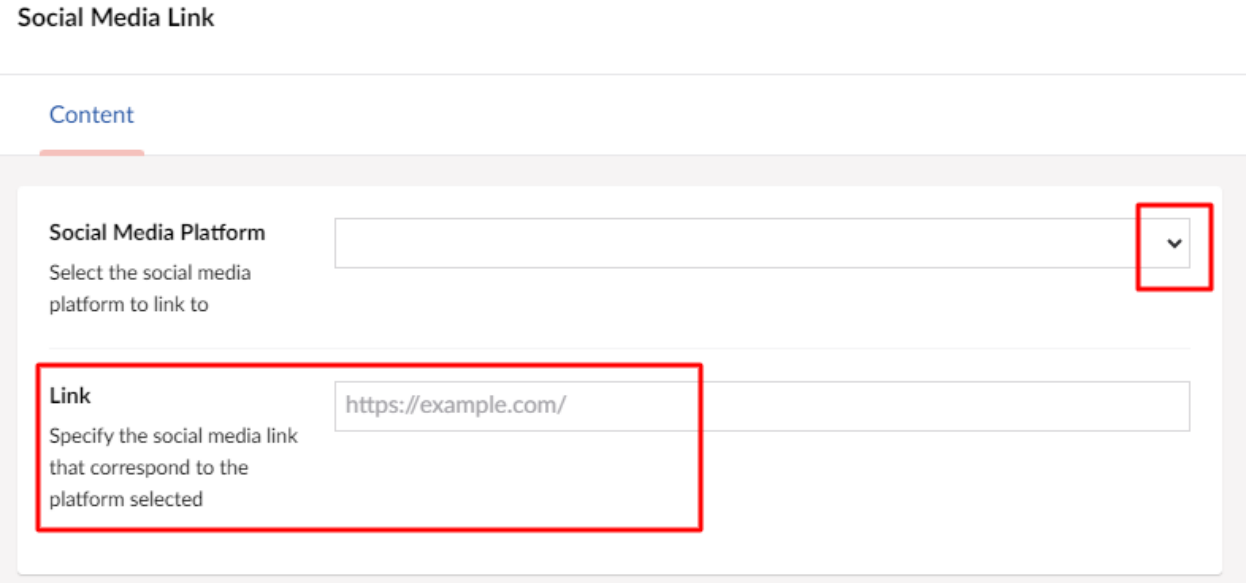
Once inside your folder, click “**Upload**” and select the .PDF you want to upload.



Adding a Social Media Link

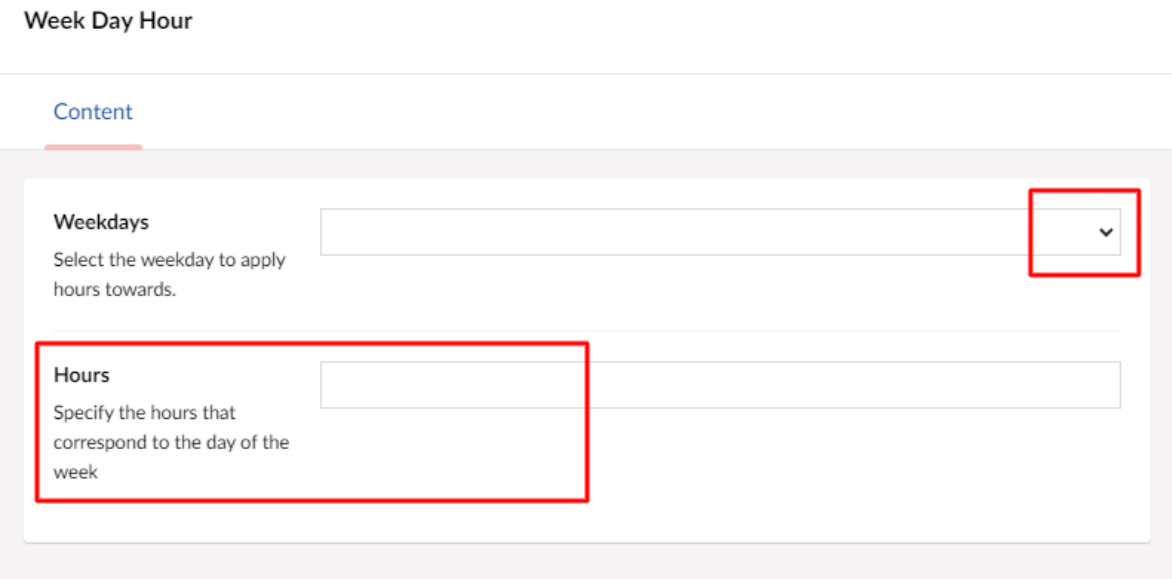
You can add Social Links to pages on Facebook, Instagram, etc.

- Select the dropdown arrow of the Social Media Platform you are linking to
- Enter the desired URL
- Select the “**Create**” button

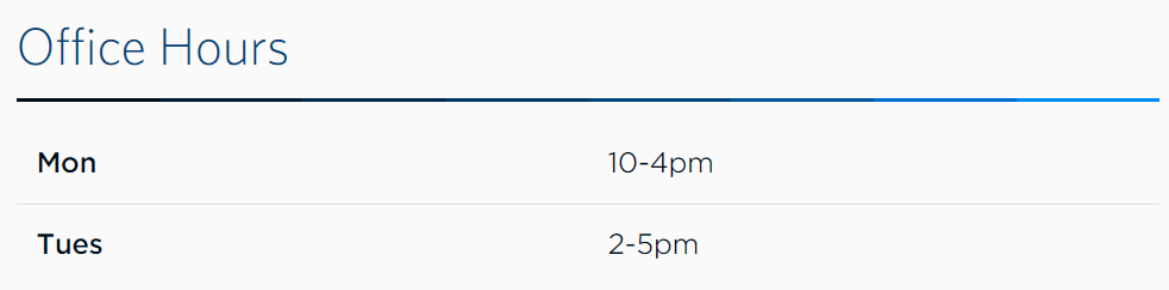


Adding Office Hours

In the Office Hours section, you can add Weekday Hours

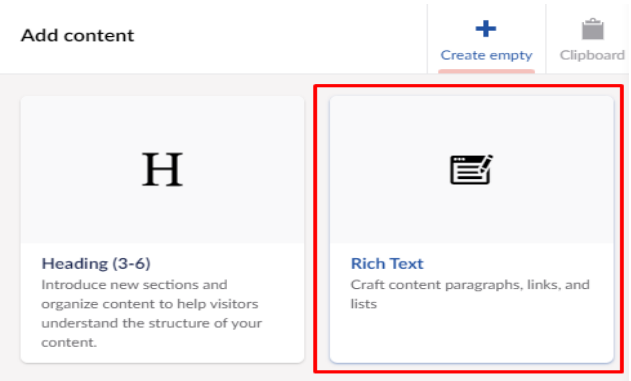


- Select the weekdays dropdown to specify the days you are in the office.
- Add your office hours in the hours section.

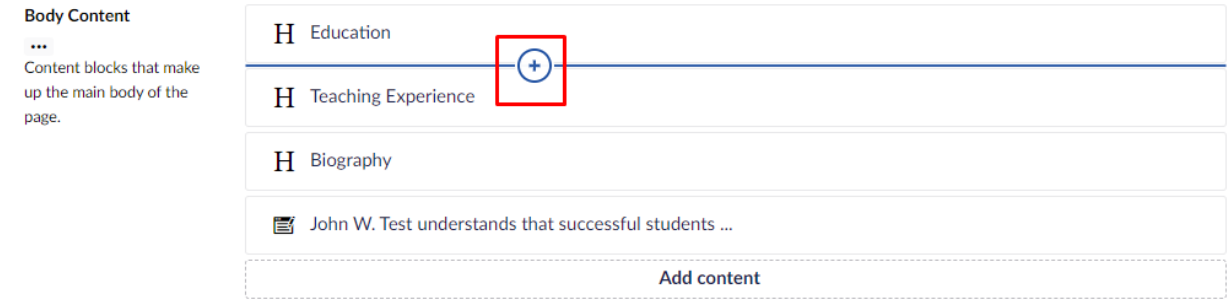


Body Content

In the "**Body Content**" section, you can add Headings and Rich text by clicking "**Add content**".

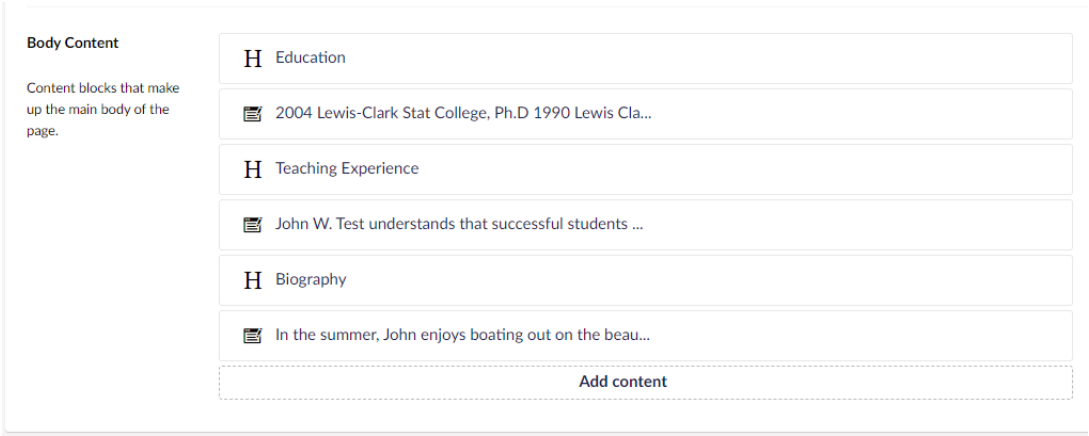


I have added three headings called: *Education, Teaching Experience, and Biography.*

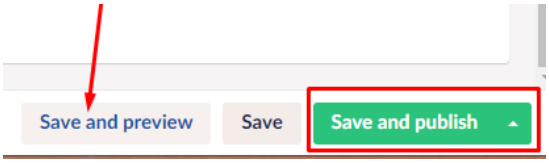


To add text under the headings, hover between two of the content items and click the plus (add) sign button under *Education* and select the Rich Text. (Repeating the same steps for the other two headings.)

Each of the Headings should be followed by a Rich Text box as shown here:



Feel free to **Save and Preview** while you work on your profile. This button allows you to see how your profile will display online. The Save button allows you to save your changes as you go. Once you are ready for your profile to display on the website you will click the **Save and Publish** button in the right-hand corner.



Faculty & Staff → John W. Test



Dr. John W. Test , Ph.D

Vice President of the Dogs

warrior@lcsc.edu

ADM 2A

Communications & Marketing

Communications & Marketing LC State Website

Office Hours

Mon	10-4pm
Tues	2-5pm

About John

Education

2004 Lewis-Clark Stat College, Ph.D

1990 Lewis Clark State COllege, M.Ed.

Teaching Experience

John W. Test understands that successful students become successful adults. This is his 15th year at Lewis-Clark State College and his 10th year teaching fourth grade, which is his favorite grade to teach! Dr. Test was named the 2011 Teacher of the Year by the Newell Unified School District and received his National Board Certification in 2004. He has a passion for science and minored in Biology at LC State, where he also earned his teaching credentials 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-show and snowmobile.