

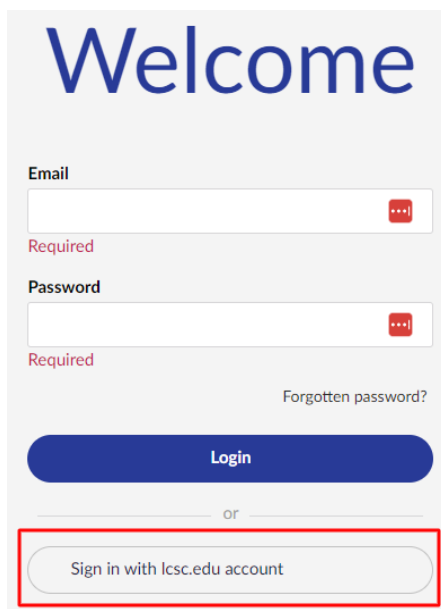
## Welcome to LC State's online faculty and staff directory!

To add or update your campus directory profile information click here: <https://edit.lcsc.edu>.

If you are unable to sign in, or having issues filling out your profile please contact [hadenton@lcsc.edu](mailto:hadenton@lcsc.edu).

## Logging into Umbraco

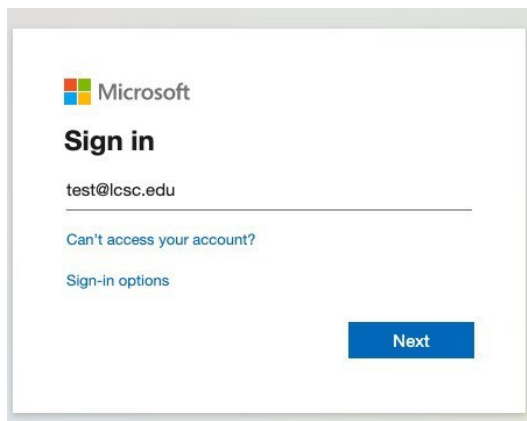
When logging into Umbraco initially a login screen will show up. **\*You do not need to enter in your credentials. You will only need to Click "Sign in with lcsc.edu account".**



The image shows a login form with the following elements:

- A large blue "Welcome" heading.
- An "Email" input field with a red "Required" label below it.
- A "Password" input field with a red "Required" label below it.
- A "Forgotten password?" link.
- A blue "Login" button.
- An "or" separator.
- A button labeled "Sign in with lcsc.edu account" which is highlighted with a red rectangular border.

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



The image shows a Microsoft sign-in screen with the following elements:

- The Microsoft logo and "Microsoft" text.
- The heading "Sign in".
- An input field containing the email address "test@lcsc.edu".
- A link for "Can't access your account?".
- A link for "Sign-in options".
- A blue "Next" button.

Once logged into Umbraco you will see a Faculty & Staff Directory listing and then your name.

Content

www.lcsc.edu

Applications

Faculty & Staff Directory

John W. Test

John W. Test

Profile Content

Honorific Prefix  
Ex. "Dr."

First Name

Middle Name or Initial

## Before completing your profile

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

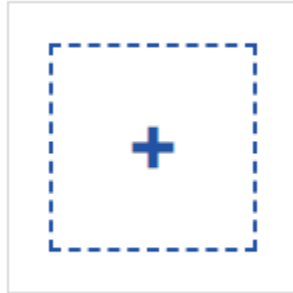
### Examples of non-professional photos:

- 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 me and I will update it for you.

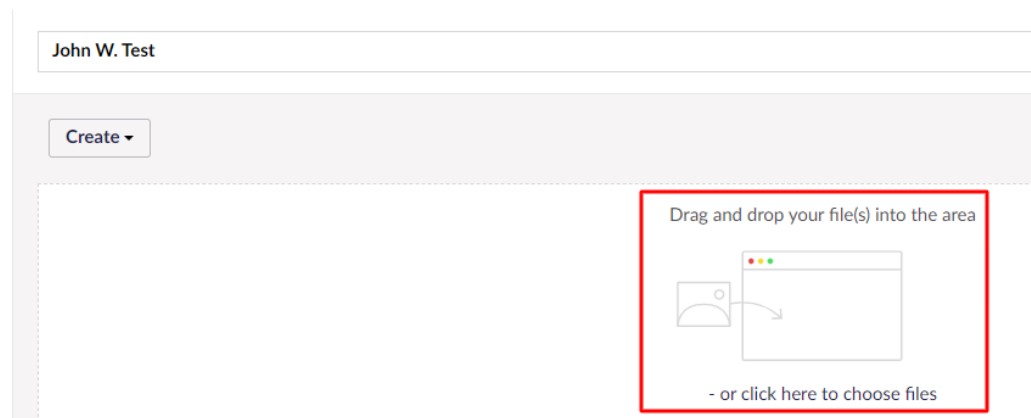
Click the + on the “Photo” section to add a photo.

Photo



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

- Drag or drop the media into the folder
- Or click here to choose files



Click “**Save**” when finished.

## Profile picture focal point

We need to make sure the photo’s focal point is properly selected. To do this hover over the name of your image/file and select the underlined title:

John W. Test

Create ▾

Drag and drop your file(s) into the area



- or click here to choose files



 [John Profile Pic](#)

John Profile Pic

Image

Image\*



✕ Remove file(s)

🔄 Reset focal point

Alt Text

Professional Headshot of John W

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.

Then click on the content tab at the top of the menu to get back to your profile page.



## 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.

### Two tabs

- Profile: in the profile section you fill out your information.
- Content: Add links and information about you.



# Profile Tab

← John W. Test⋮

ProfileContent

**Honorific Prefix**  
Ex. "Dr."

**First Name**

**Middle Name or Initial**

**Last Name**

**Honorific 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-Paid Intern/Work Scholar
- Physical Plant Employee
- Staff
- Student Employee

**Email Address**

When filling out the 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 show your room #.

## Building Directory

Building Directory

▶ P1FCU Activity Center

▶ Activity Center West

▶ Administration Building

▣ Advancement Building

▣ Art Building

▣ Bookstore

▣ Center for Arts & History

▣ Clearwater Hall

▣ DeArmond Building

▶ Expedition Hall

Previous 1 2 3 4 Next

## Administration Building

[Building Directory](#) / Administration Building

▣ 6B

▣ 6A

▣ 4B

▣ 4A

▣ 2B

▣ 2A

▣ 201B

▣ 1A

▣ 210

▣ 209

Previous 1 2 3 Next

Fax Number

Department

Academic Affairs ▾

Office

Add

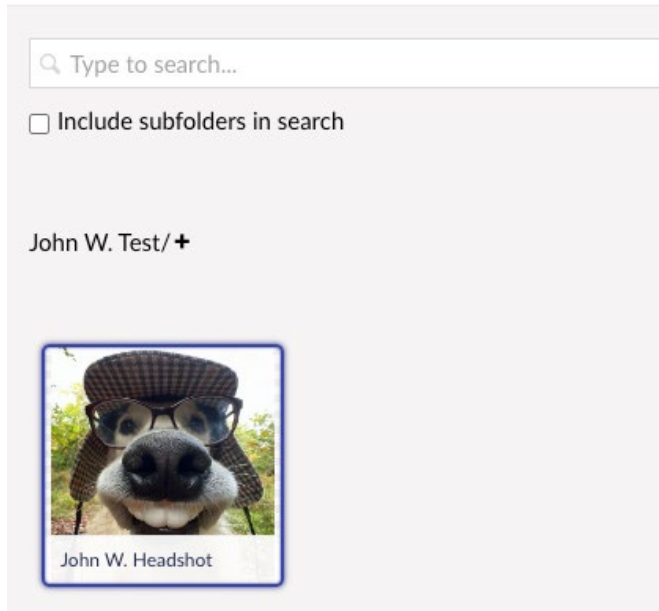
Photo



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 Brandon Ohmie [bwohmie@lcsc.edu](mailto:bwohmie@lcsc.edu) to schedule a photo session.**

Select media

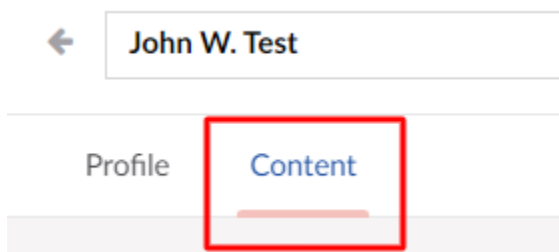


Click **“Submit”** when finished.

Click on the photo you want displayed as your campus directory profile photo.

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.

## Content Tab





← John W. Test

Profile **Content**

**Personal Links**  
...  
Ex. Personal Website,  
Curriculum Vitae

🔗 Communications & Marketing

Add content

**Social Links**

Add Social Link

**Office Hours**

🕒 Week Day Hour

🕒 Week Day Hour

Add Week Day Hours


**Body Content**  
Content blocks that make  
up the main body of the  
page.

📄 John W. Test understands that successful students ...


Add content

## Personal Links


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



**Internal Link**  
Choose a page from the content section.



**External Link**  
Enter a url for an external webpage.



**File Link**  
Choose a file from the media section.

## Adding an Internal Link

Adding an internal link is to link another page on [www.lcsc.edu](http://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.

Add

#### Link Display Name

Enter a label for the hyperlink. This is what viewers will click on to go the link.

## 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".

## External Link

### Content

#### External Url\*

Enter a valid url for an external webpage.

#### Link Display Name

Enter a label for the hyperlink. This is what viewers will click on to go the link.

## Adding a File Link

The File Link option is to upload documents. Click the “+”.

## File Link

### Content

#### File\*

Choose a file from the media section.



#### Link Display Name

Enter a label for the hyperlink. This is what viewers will click on to go the link.

Media/Faculty & Staff/C & M Office/John W. Test/ +

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

Select media

🔍 Type to search...

Include subfolders in search

Media/Faculty & Staff/C & M Office/John W. Test/ ↗

Sort By: Sort Order

🖼️ John Profile Pic

Upload

## Adding a Social Media Link

You can add Social Links to pages on facebook, instagram, etc.

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

### Social Media Link

Content

**Social Media Platform**  
Select the social media platform to link to

**Link**  
Specify the social media link that correspond to the platform selected

https://example.com/

## Adding Office Hours

In the Office Hours section you can add Week Day Hours.

### Week Day Hour

Content

**Weekdays**  
Select the weekday to apply hours towards.

**Hours**  
Specify the hours that correspond to the day of the week

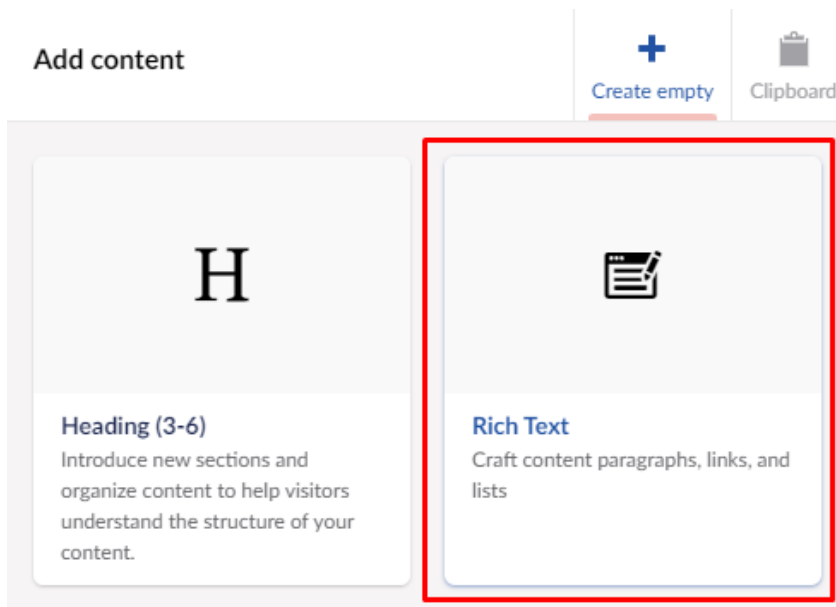
- Select the weekdays dropdown to specify the days you are in the office.
- Add your office hours in the hours section.

# Office Hours

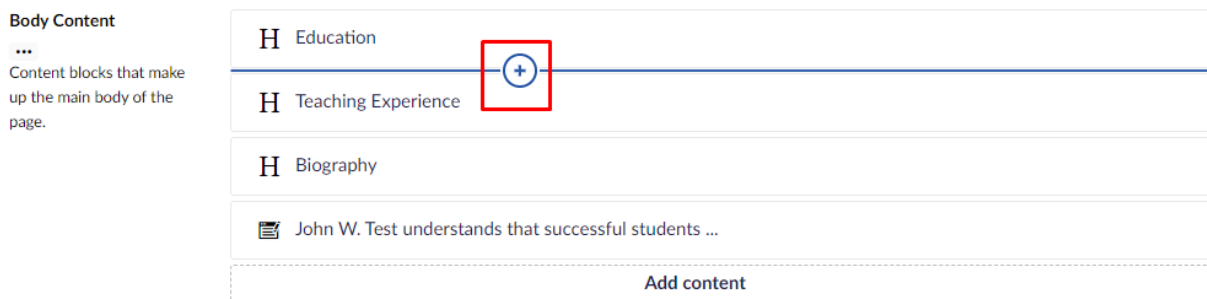
Mon	10-4pm
Tues	2-5pm

## Body Content

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



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



Each Heading should be followed by a Rich Text box as shown here:

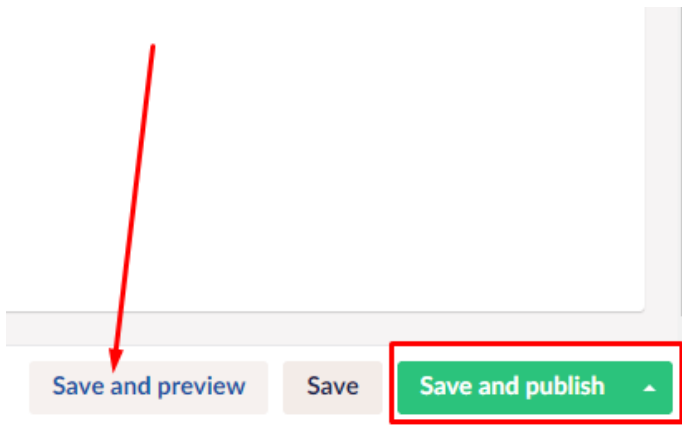
**Body Content**

Content blocks that make up the main body of the page.


- H Education
  - 2004 Lewis-Clark Stat College, Ph.D 1990 Lewis Cla...
- H Teaching Experience
  - John W. Test understands that successful students ...
- H Biography
  - In the summer, John enjoys boating out on the beau...

Add content

Be sure to click **Save and Publish** while you work (down in the right-hand corner). The **Save and Preview** button allows you to see how your profile will display online. The Save button allows you to make changes and save as you go.



Faculty & Staff → John W. Test



**Dr. John W. Test**, Ph.D  
Vice President of the Dogs

✉ [warrior@lcsc.edu](mailto:warrior@lcsc.edu)      📍 ADM 2A

🏢 Communications & Marketing

🔗 [Communications & Marketing](#)    🔗 [LC State Website](#)

📷   📘   📺

## Office Hours

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Mon	10-4pm
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Tues	2-5pm
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## About John

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### 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.