

How to Update Your Directory Profile

How to Log in to Your Profile

Step 1: Navigate to the LPC Directory Page.

http://www.laspositascollege.edu/_directory/

Step 2: Search for your name in the **SEARCH** field. Then select your profile.

Las Positas College > Las Positas College Directory

Las Positas College Directory

Records per page: 10

Search:

Name	Title	Department
Nadia Dadgar	Counselor	Counseling
Nadiyah Taylor	Professor	Early Care and Education
Sarah Ghannadan	Part-Time Professor	Mathematics

Page 1 of 1 (filtered from 580 total entries) Previous 1 Next

Sample profile below:

Las Positas College > Las Positas College Directory > Early Care and Education > Nadiyah Taylor

Early Care and Education

- Early Care and Education Home
- Programs & Certificates
- Courses
- Faculty & Staff
- Professional Development Coordinator
- Frequently Asked Questions
- Child Development Center

Nadiyah Taylor
Professor
Early Care and Education

E-mail: ntaylor@laspositascollege.edu
Phone: (925) 424-1175
Office: 2324



Step 3: Scroll to the footer at the bottom of the page. Then click on the **COPYRIGHT** symbol.



7600 Dublin Boulevard, 3rd Floor
Dublin, CA 94568
(925) 485-5208



25555 Hesperian Boulevard
Hayward, CA 94545
(510) 723-6600

© Copyright 2021 Las Positas College

Step 4: Enter your username and password in the appropriate fields.



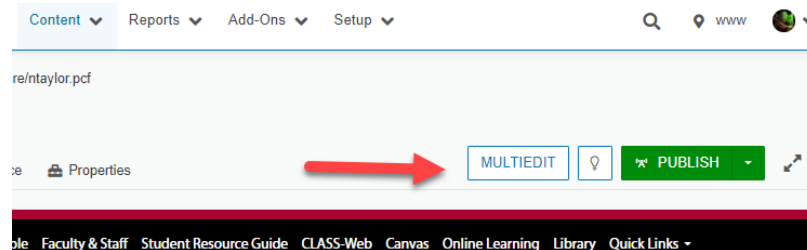
Log in to your account

 A text input field with a user icon on the left. A red arrow points to the right from the end of the field. A text input field with a key icon on the left. A red arrow points to the right from the end of the field. A dark blue rectangular button with the word "LOGIN" in white, uppercase letters.

[Reset Password](#)

How to Edit Your Profile

Step 1: Select the **MULTIEDIT** button at the top of your profile page.



You should see the follow fields:

- First Name:
- Last Name:
- Title:
- Email:
- Phone:
- Office/Room Number:
- Zoom Link:
- Image Description:

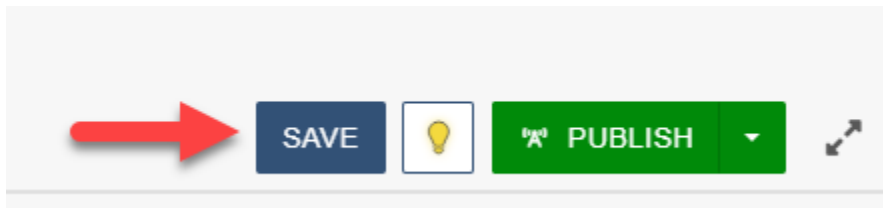
Step 2: Add the desired information to the correct form field.

The screenshot shows a 'MultiEdit Content' window with the following fields and values:

- First Name: Nadiyah
- Last Name: Taylor
- Title: Professor
- Email: ntaylor@laspositascollege.edu
- Phone: (925) 424-1175
- Office/Room Number: 2324
- Zoom Link: (empty)
- Image: http://www.laspositascollege.edu/_directory/_images/lpc.png
- Image Description: Nadiyah Taylor

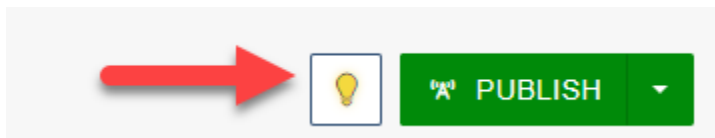
At the bottom of the form, there is a 'Cancel' button and a blue 'Save' button. The Las Positas College logo is also visible at the bottom left of the form area.

Step 3: Then click on the blue **SAVE** button.



How to Publish Your Profile

Step 1: Check the page back in by clicking on the **LIGHT BULB**



Step 2: Press the green **PUBLISH** button next to the LIGHT BULB.

Step 3: The publish window should appear as the example below.

The screenshot shows a 'Publish' window for a file named 'jbravomorales.pcf'. At the top, there are three tabs: 'Final Check' (which is selected and highlighted with a red border), 'Schedule', and 'Social Media'. Below the tabs, there is a section titled 'Are you ready to publish?' with the instruction 'Double-check your page before publishing.' To the right of this text is a dropdown menu currently set to 'php' and a blue button with a checkmark and the text 'RUN ALL CHECKS'. Below this are three rows of checkable items: 'Spelling' (with a refresh icon and a dropdown set to 'English'), 'Links' (with a refresh icon), and 'Accessibility' (with a refresh icon). A horizontal line separates this from the next section, 'Schedule: Add Schedule', which includes a calendar icon. Below that is 'Social Media: Facebook & Twitter' with a share icon. The bottom section is 'Version Description' with a text input field and a character count '0/256'. At the very bottom, there are two buttons: a grey 'CANCEL' button and a green 'PUBLISH' button.

Step 4: Click on the green **PUBLISH** button again.

How to Change Your Password

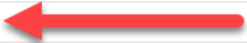
Step 1: You will see a user icon in the upper right corner. Click the user icon and then select **SETTINGS**.



Step 2: Enter your desired password into the **PASSWORD** field.

User Information

Username	<input type="text" value="tdruley-lpc"/>
Password	<input type="password"/>
<small>Leave blank for LDAP or to keep existing password.</small>	
First Name	<input type="text" value="Tim"/>
Last Name	<input type="text" value="Druley"/>



Step 3: Click on the blue **SAVE** button in the bottom right of your screen.

<input type="button" value="CANCEL"/>	<input type="button" value="SAVE"/>
---------------------------------------	-------------------------------------

