

## Faculty and Staff Directory Component

To add the Employee Profile List Aka Faculty and Staff Directory to your page you will first need to create a new page on your site.

Recommendations for page name:

For Division Offices:

- Faculty & Staff

For Student-facing offices such as Admissions or Student Counseling:

- Meet the Staff

For Staff-facing offices such as Physical Plant:

- Staff Directory

Do not call your page 'IT Staff', the visitor already knows they are on your page.

Add the component 'Employee Profile List':



The Headline will be used when you want to group your contacts. Do not state 'Staff Directory' or any other similar iteration in this headline. This is for categorizing your staff into sections like 'Adjunct', 'Faculty', 'Division Chair' or 'Admissions Specialist', 'Processors', 'Office Staff.'

### Edit Employee Profile List

Content

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**Headline**  
Label for the profile list. Useful when breaking profiles into groups. Ex. "Office Staff", "Faculty", "Adjunct"

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**Profiles**

[Add](#)

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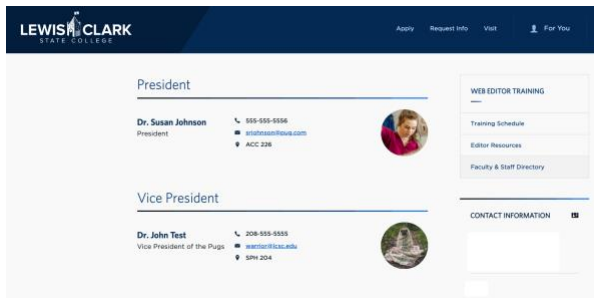
**Display as vertical list?**  
Useful when listing only a few profiles. Longer lists should continue to use the two-column layout.

As you add employees, make sure they are listed alphabetically by last name. This will make it easier for your visitor to find who they are looking for.

When using headings, you will need to add multiple Employee Profile components for each group. Example is grouped by heading 'President' and 'Vice President'.

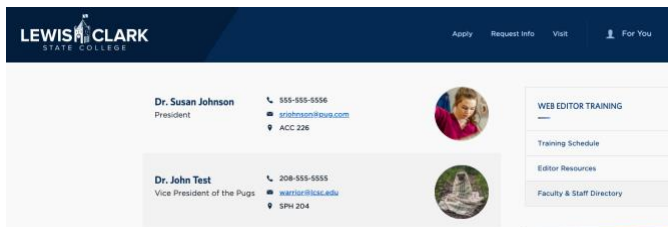


This is what it will look like:

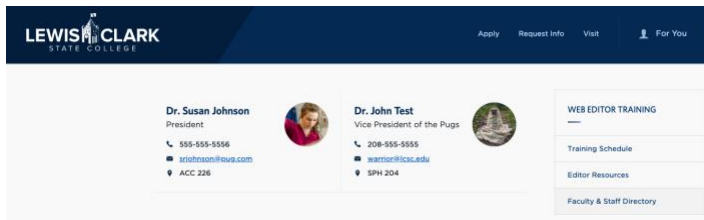


You can pick to display the contacts either vertically or as columns. Stick with one style. Columns would be used to get more profiles added to one page. Vertical can be used when you have less than five profiles.

Vertical view:



Column view:



Your staff page should be listed at the bottom of your menu of pages. If need be, use the sort option to rearrange your pages.

# Information Technology

Information Technology (IT) is the central provider of technology services for LC State.

We can help you connect to our networks and online resources, troubleshoot issues with LC State devices, and manage your account.



## Get Help Logging In

All faculty, staff, and students are provided accounts for access to LC State's resources including email, WarriorWeb, and Canvas.

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