Updating or Changing your public web info Crafton Hills College

Introduction

The SBCCD has personal information about each employee stored on its district servers. Some of that information is public (i.e., Office location, e-mail address, courses taught ,etc.). On the Crafton Hills College web site, the employee directory pages automatically retrieve some of this information when an employee's name is requested through faculty/staff directory. To find your page go to the faculty/staff directory: http://www.craftonhills.edu/CHC/CHCfaculty/fsdirectory.php Some of the information on these employee pages will be incomplete, or inaccurate unless the employee updates that information. For example, an instructor's office hours likely change each semester. It is to the advantage of our employees, students, and people outside the campus to be able to access this information remotely, using the web site.

This document walks you through the steps required to access, update or change the information about you which is displayed on the web site.

 To begin, connect to the Internet and go to the Crafton Hills College web site:



Crafton Hills College URL address: http://www.craftonhills.edu

2. Click on the "Campus Central" link in the left, side menu.



3. The Campus Central web page appears.



4. To **log on** to Campus Central, **click** on the "**Login'' button** in the upper-left corner, below the main menu.



5. The Campus Central **login box appears**.



6. **Enter** your Campus Central **login and PIN**



7. **Click** on the '**OK**" button.



8. The system identifies you by name and an expanded set of menu items appears below the login box.



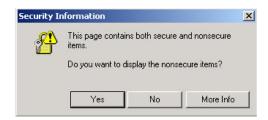
9. Click on the 'Employee Menu" and more selection choices will appear

Budget Administration
Business Processes
Campus Central
Common Menu
Community Sites
Department Menu
EIS Menu
Employee Menu
My Mail
My Leave
My Staff Directory
My Web Site
Faculty Menu
Help Desk
Research and Planning
Valley Scholarships

10. Click on "My Staff Directory"



11. A security message may appear. To continue, select either "Yes" or "No".

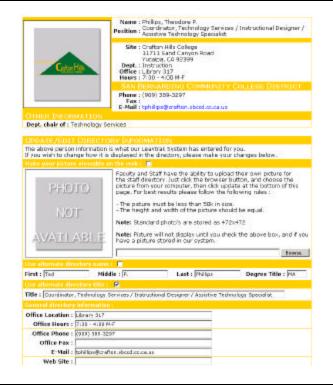


12. Your **personal directory** info page appears.

The **top half** of the page displays information that will be viewed if your page is accessed through the CHC web site.

The bottom half of the page allows you to update, change, or enter information to be displayed.

Please read the directions on the page carefully to ensure you are entering information correctly.



13. When you have completed any changes you've made to your personal information click the "Update" button at the bottom of



14. Your are done. To check your changes on the CHC web site go to the URL, (at right)

the page.

http://www.craftonhills.edu/CHC/CHCfaculty/fsdirectory.php