



How to update your staff profile

1. Go to www.tvsd.org
2. Click Staff/Faculty at the top
3. Click link for Website login (or click here: <https://www.tvsd.org/login>)
4. Enter your Google email account (TVSD.INFO) and click Next
5. At your “Welcome” page, click Profile
- *6. Fill in the following profile information:
 - a. Make any adjustments to your first or last name, as you want them to appear in the staff directory
 - b. Title 1 – Enter Grade Level; e.g. First Grade, 9-11 Grade
 - c. Title 2 – Enter course or subject you teach; e.g. Math, Honor English, etc.
 - d. Website - the link for your classroom site, if applicable
7. Click **Update Profile**, when finished
8. Click the **Logoff** button at the upper right, to logout.

Login



Welcome Caitlin!

Profile

Logout

How to: Update Profile

Profile | Picture | Subscriptions

Edit Profile

Make changes to your information below by typing into the available profile fields. After which fields are published in the online directory by clicking the title of the fi

NAME	
Name Prefix	<input type="text"/>
First Name	<input type="text" value="Caitlin"/>
Last Name	<input type="text" value="Zeiber"/>
FACULTY INFORMATION	
Department(s)	Technology
Title 1	<input type="text" value="Application Specialist"/>
Title 2	<input type="text" value="PIMS/Child Accounting"/>
Title 3	<input type="text"/>
Website	<input type="text"/>
CONTACT INFORMATION	
School Email	<input type="text" value="czeiber@tvstd.info"/> (Primary)
Room	<input type="text"/>
EDUCATION	
OTHER INFORMATION	

*Required