

Website Cheat Sheet: Customizing Staff Profile

1. Login as STAFF on the LPS website (<https://lewistown.k12.mt.us>)
 - a. At the top right of the web page, click on **STAFF RESOURCES/LOGIN**



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- b. Enter your district email address (username) in the box.

STAFF LOGIN

Please provide your username and password to log in:

Username

your.email@lewistown.k

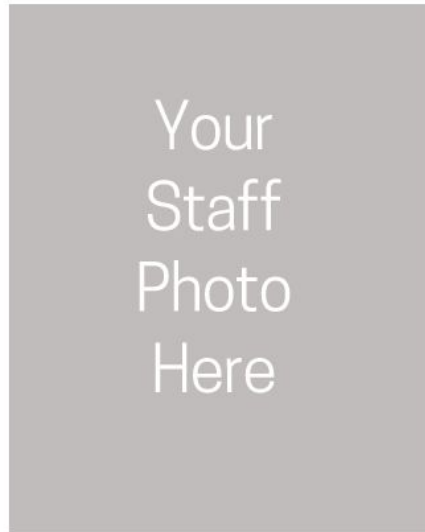
← Enter your district email address here

NEXT

- c. Click the **NEXT** button. An authentication box will pop up and if you are logged into your email account, it will automatically log you in with your district email password. If successful, you will be taken to a page with your district photo on it.

2. To make changes to your profile, click the blue **Profile** link.

STAFF LOGIN



WELCOME [YOUR NAME HERE]

[Profile](#)

LOGOUT

SITE ADMINISTRATORS LOGIN

3. An editing box will pop up. There are two areas near the bottom of the window where staff members can make changes. (If you need changes made to the other areas, please email kristin.rutten@lewistown.k12.mt.us)

4. Staff members may add info in the areas under **ADDITIONAL INFORMATION**, including:
- a. **Website:** This is where you may enter the URL of a Google Site, Google Classroom or other website to which you wish to direct users. To utilize this, enter the full URL of the website. (ie. <https://yourwebsite.com>)
 - b. **Biography:** This is where you can enter information for your students, your credentials, additional contact information or other information you want to share with students, parents or other web visitors.

The screenshot shows a web form titled "ADDITIONAL INFORMATION". It contains two main sections: "Website" and "Biography". The "Website" section has a text input field. The "Biography" section has a rich text editor with a toolbar. A red arrow points from the "Website" label to its input field. Another red arrow points from the "Biography" label to the text area. A third red arrow points from the "Update Profile" button to the text "To access additional editing tools, click the dropdown arrow." A fourth red arrow points from the text "To access additional editing tools, click the dropdown arrow." to the dropdown arrow in the Biography toolbar. A fifth red arrow points from the text "When you are finished making changes, click the green UPDATE PROFILE button." to the "Update Profile" button.

To access additional editing tools, click the dropdown arrow.

5. When you are finished making changes, click the green **UPDATE PROFILE** button.
6. View your public profile by finding yourself in the **DISTRICT DIRECTORY** (DISTRICT HOME>District Quick Links>District Directory or <https://www.lewistown.k12.mt.us/quick-links/staff-directory>). Click on your **NAME** to be taken to your profile page.