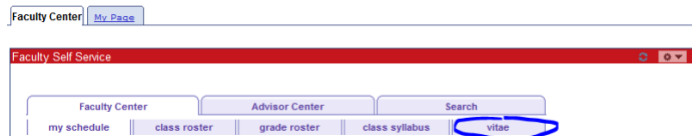


Faculty Vitae

As part of HB 2504 the State of Texas requires instructors to make their vitae/resume publicly available. Lee College will use the myLC Campus system to house these vitae. Instructors will use their myLC campus access to upload/update these vitae. Use this document for step-by-step instructions on how to upload a vitae.

1. Login to myLC campus (<https://mylccampus.lee.edu>)
2. From the Faculty Center tab click on the table labeled “vitae”.



3. The vitae information for the logged in faculty will display. This information is maintained by the Human Resources department. If any information is not correct contact HR to update the information.
Note: A faculty member will only be able update their own vitae.
4. If a vitae/resume has not been uploaded then the “upload vitae” button will be displayed. Click on this button.
5. Click the “Browse” button and then select a file from your computer to upload. After the file has been selected click on the “Upload” button.
6. After a vitae/resume has been uploaded there will be 2 buttons displayed (“download vitae” and “delete vitae”). Use the “download vitae” button to download a copy of the vitae. The “download vitae” button is the only button a guest user will see.
7. If you need to remove or replace a vitae click on the “delete vitae” button. Once the vitae has been deleted a new vitae can be uploaded by clicking on the “upload syllabus” button.

Guests will use a public link to access the faculty vitae from the LC web site:

https://mylccampus.lee.edu/psc/mylccampus/MYLC/HRMS/c/LC_HB2504.LC_HB_INSTRUCTOR.GBL?FolderPath=PORTAL_ROOT_OBJECT.LC_HB_INSTRUCTOR_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder