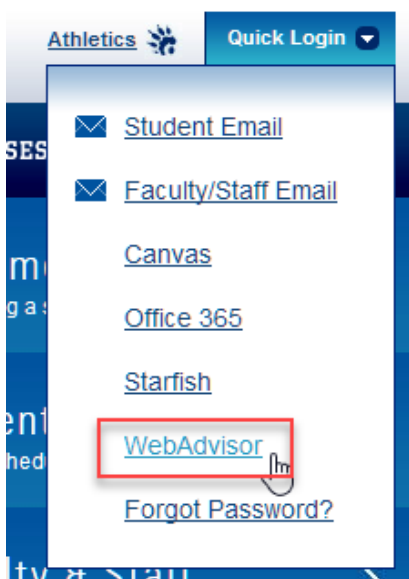


Updating info in Staff Directory

1. Open the WebAdvisor web page, either by clicking the link under Quick Login on the Valley College homepage or by going to <https://www.valleycollege.edu/webadvisor>



2. Click on Log In at the top right of the WebAdvisor page to be taken to the log in page.



3. Use your network username and password to log into WebAdvisor.

Employees
Your **User ID** and **Password** is the same as your network / e-mail account.
Note: If you do not have a network/e-mail account, please submit a ["User Application"](#) to request an e-mail account.
Note: Password will expire 180 days from the date you reset it.

User ID	<input type="text" value="username"/>	<input type="button" value="..."/>
Password	<input type="text" value="password"/>	<input type="button" value="..."/>
Hint	<input type="checkbox"/>	

4. Once logged in, click the Employees icon on the right side.



5. Click the My Staff Directory link on the left side under the Employee Information section.



6. This will take you to a Security Message; click Continue to be redirected to My Staff Directory.

A screenshot of a "Security Message" dialog box. The title bar says "... Security Message ...". The main content area has a red heading "You are now logged in." followed by a red message: "»»»»» Your login settings have expired. »»»»» Please check the boxes again to turn off your login/logout message." Below this are two checkboxes: "Do not display this login notice when I log in." and "Do not display similar logout notice when I log out." At the bottom right, there is a "Continue" button highlighted with a red rectangular box.

Note: If you check these boxes, the notices will appear again after 90 days.

Note: You can turn the notices back on, by logging in and changing the settings in the Account Menu, My Account Information.

7. On the page for your staff directory listing you can upload a picture of yourself. Click the Browse button to upload a picture from your computer. If you would like others to be able to see the picture when searching the staff directory, check the box next to Make Your Picture Viewable on the Web. Note – the picture must be less than 50k in size.

Make your picture viewable on the web : ☐



Faculty and Staff have the ability to upload their own picture for the staff directory. Just click the browser button, and choose the picture from your computer, then click update at the bottom of this page. For best results please follow the following rules :

- The picture must be less than 50k in size.
- The height and width of the picture should be equal.

Note: Standard photo's are stored as 472x472

Note: Picture will not display until you check the above box, and if you have a picture stored in our system.

No file selected.

8. If you would like to use an alternate directory name, check the box next to Use Alternate Directory Name and then update to following fields with the information you would like to use: First, Middle, Last, and Degree Title.
9. If you like to use an alternate directory title, check the box next to Use Alternate Directory Title and then update the Title filed with the title you would like to use.

Use alternate directory name : ☐

First : Middle : Last : Degree Title :

Use alternate directory title : ☐

Title :

10. If you would like to add any info to the General Directory Information fields, fill in the fields that you would like to add. If you do not want your College E-Mail to show, clear the check box next to Show College E-Mail. Note – you cannot edit the Office Phone and College E-Mail fields.

General directory information :	
Note : The information below is to be displayed to the public in the Staff Directory.	
Note : If you need to have either your Office Phone or your College E-Mail updated, please contact the helpdesk at (909) 384-4357.	
Office Location :	
Office Hours :	
Office Phone :	(909) 384-4363
Office Fax :	
College E-Mail :	nyearyea@sbccd.cc.ca.us <input checked="" type="checkbox"/> Show College E-mail
Personal E-Mail :	
Web Site :	
Voice Mail :	
Pager :	
Mobile Phone :	
Home Phone :	
Home Fax :	
E-Mail 1 :	
E-Mail 2 :	
E-Mail 3 :	
Comments :	

11. Click Update to submit any changes you have made. Note that it can take 5 to 10 minutes for the updates to show in the Staff Directory.

Reset	Update
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CLOSE WINDOW

12. On the window that opens, click Ok.

Are you sure you wish to update this information?

OK	Cancel
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13. The page will refresh after clicking Ok. Once it does, you can click Close Window to close the window and return to Web Advisor.

Reset	Update
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CLOSE WINDOW