

INSTRUCTIONS FOR EDITING EMPLOYEE PROFILES

All school employees have an **employee profile** on their school website linked on the Faculty & Staff directory page.

1. To edit your employee profile, click the **Employee Login** link at the bottom of your school's website.

West Creek Elementary Strives To create Challenging and Rewarding Experiences to Empower all students with Knowledge.

 Employee Login

For corrections or questions about this school's website, email any of the following:
Diane Gallivan, edith.gallivan@cmcss.net
Lynne Raines, lynne.rains@cmcss.net



Translate

2. Login with your username and password:

Username: (FirstName.LastName) *example: jane.doe*

Password: (FirstInitial + LastInitial + Employee Munis #) *example: JD1234* (this is what it is set to upon creating your account. If this does not work, click the "Forgot your password?" link to reset it to whatever you'd like).

Username or E-mail


Password

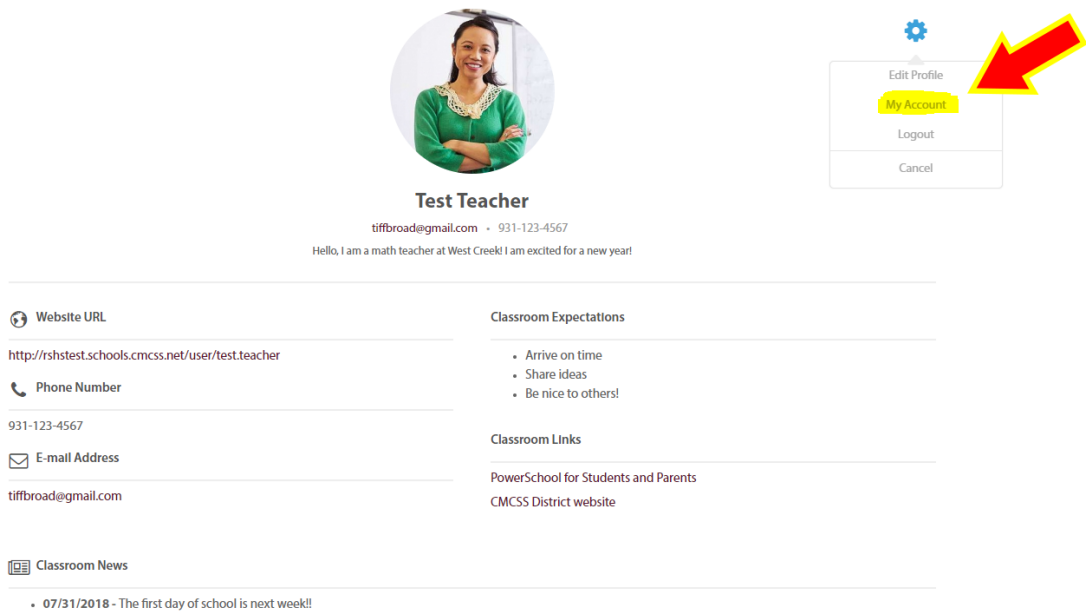
Keep me signed in

Login

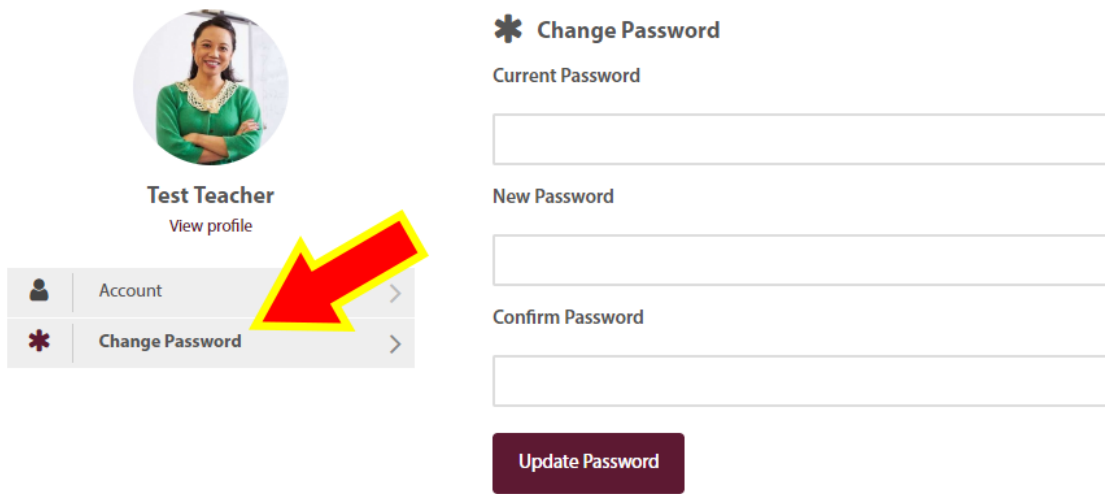
[Forgot your password?](#)


You should see your Employee Profile after you login successfully.

When you first login, we recommend to change your password to make your employee profile more secure. Click the “cog”  symbol on your profile. Then, click **My Account**.

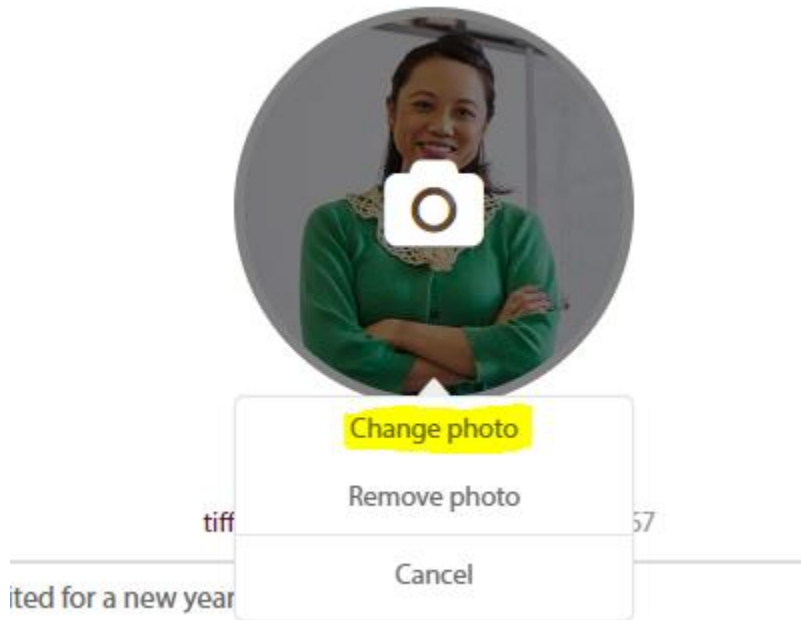


On your account settings page, click **Change Password**. Set your password to something only you will remember. This password is separate from your email password and will not change.

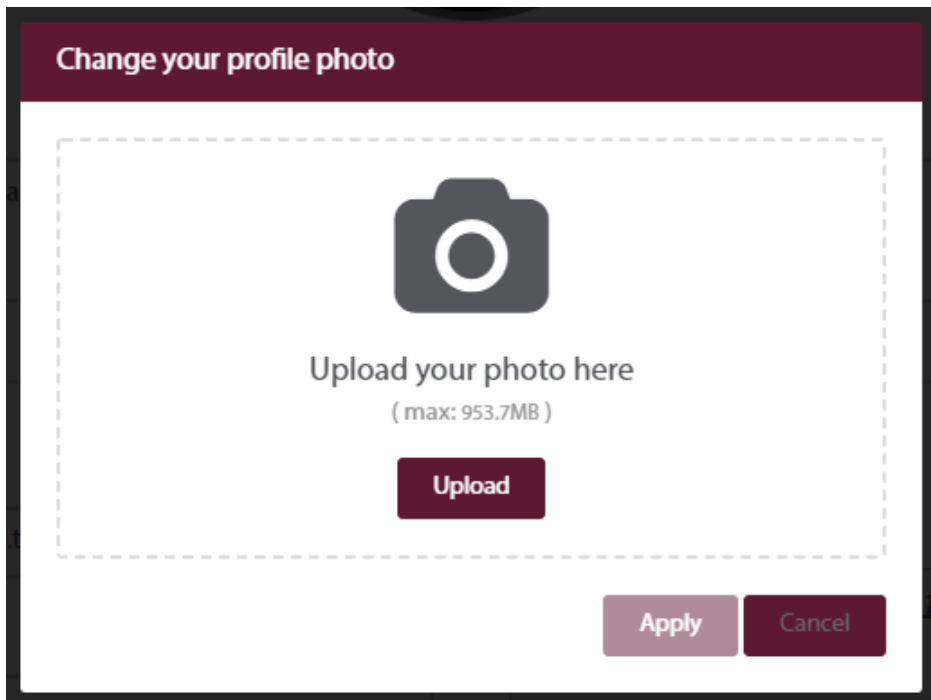


3. Still on your account settings page, click **View Profile** under your name to go back to your employee profile page.
4. Click the “cog”  symbol again and then click **Edit Profile** to make changes to your profile. You are now in editing mode of your employee profile.

5. To change your profile photo, click the photo icon above your name, then click **Change Photo**.





You can now upload a photo of yourself from your computer.



You can also set a cover photo for your profile. Click the area behind your profile photo to upload a cover photo.








6. To change all other content on your employee profile such as your personal Website URL, Phone Number, Classroom Expectations, Classroom Links, and Classroom News, simply click within each text area to edit each section.

 Website URL

 Phone Number


Classroom Expectations

Visual | Text








Paragraph |   **B** *I* U A |  -    

- Arrive on time
- Share ideas
- Be nice to others!

7. SAVE your changes by clicking **Update Employee Profile** at the bottom of the page.

 Classroom News

Visual | Text

Paragraph |   **B** *I* U A |  -    

- 07/31/2018** - The first day of school is next week!! See you then!

Update Employee Profile

Cancel

Your employee profile should be linked on your Faculty & Staff directory page on your school's website. If you do not see your name listed on the directory, contact your school's web admin. Their contact information is listed at the bottom of your school's website.