

Updating Faculty/Staff contact information using My Mission Portal

Step 1 – Login: Username and Password are the same as your Outlook email

The screenshot shows the login page for the Faculty/Staff Portal. At the top left is the Los Angeles Mission College logo. At the top right, it says "Anonymous User". Below the logo is a blue navigation bar with "College Home". The main content area is titled "Faculty/Staff Portal Login". A note explains that this portal is not an alternative to the Instructor System or PCR portal. Below the note is a red link: "If you wish to submit grades, add/drop students, please login to the Instructor System by clicking Here". The login form has a yellow background and contains the following fields: Username (with the text "@lamission.edu" to its right), Password (with a "Login" button to its right), and a checkbox for "Private Computer [session will not expire]". A red error message "Invalid username and/or password" is displayed below the form. At the bottom of the page, there is a footer with contact information and a feedback link.

Step 2: On the left panel, click on “**View/Edit Profile**”

The screenshot shows the Faculty/Staff Portal after a successful login. At the top right, it says "Logged in as: AprilJF . Logout". The navigation bar now includes "College Home" and "Faculty/Staff Portal". Below the navigation bar, it says "College Home : Faculty/Staff Portal". The main content area is titled "Welcome, Jan April". On the left, there is a "Faculty/Staff Portal" menu with options: "View/Edit Profile" (highlighted), "Copy Requests", "SLOs", and "College Event Calendar". A tooltip "View/Edit Profile" is visible over the "View/Edit Profile" option. To the right of the menu, there is a message: "Are you new to the Faculty/Staff Profile System? Click Here to find out more." Below this message are two buttons: "LAMC Academic Program Review System" and "LAMC Admin/Student Services Program Review System". At the bottom of the page, there is a footer with contact information and a feedback link.

Step 3: Update "Alternate Email", "Home Phone", "Cell Phone" fields as in the screen below.

Important Notes:

Outreach messages will be sent to your preferred email.

Alert messages will be sent to your alternate email, home phone, and cell phone.

Please realize that text messaging rates will apply in accordance with your particular service plan.

The screenshot shows a user profile update form with several sections:

- Your Photo:** A placeholder for a profile picture with a "No Image Data" message and an "Upload" button.
- Personal Information:** Fields for Name (Dr. Jan F April), Job Title (N/A), Employee Number, Printing ID (00123456), Preferred Email (AprilJF@lamission.edu), and Alternate Email (PrivateEmail@gmail.com). Red arrows point to the Alternate Email field and the "Make Public" checkbox.
- Current Office Hours:** A section with input fields for Monday through Saturday, and a checkbox for "Or By Appointment".
- Phone/Fax Information:** Fields for My Public Office Phone, My Fax Line, My Home Phone (818-123-4567 and 818-888-7777), and My Cell Phone (818-123-4567 and 818-666-5555). Red arrows point to the My Home Phone and My Cell Phone fields.
- My Location:** A dropdown menu for "LRC" and a text field for "Room: 234".
- Update Button:** A red circle highlights the "Update" button at the bottom center. A red box highlights the text "Click on 'Update' button to save your information." to the right of the button.