



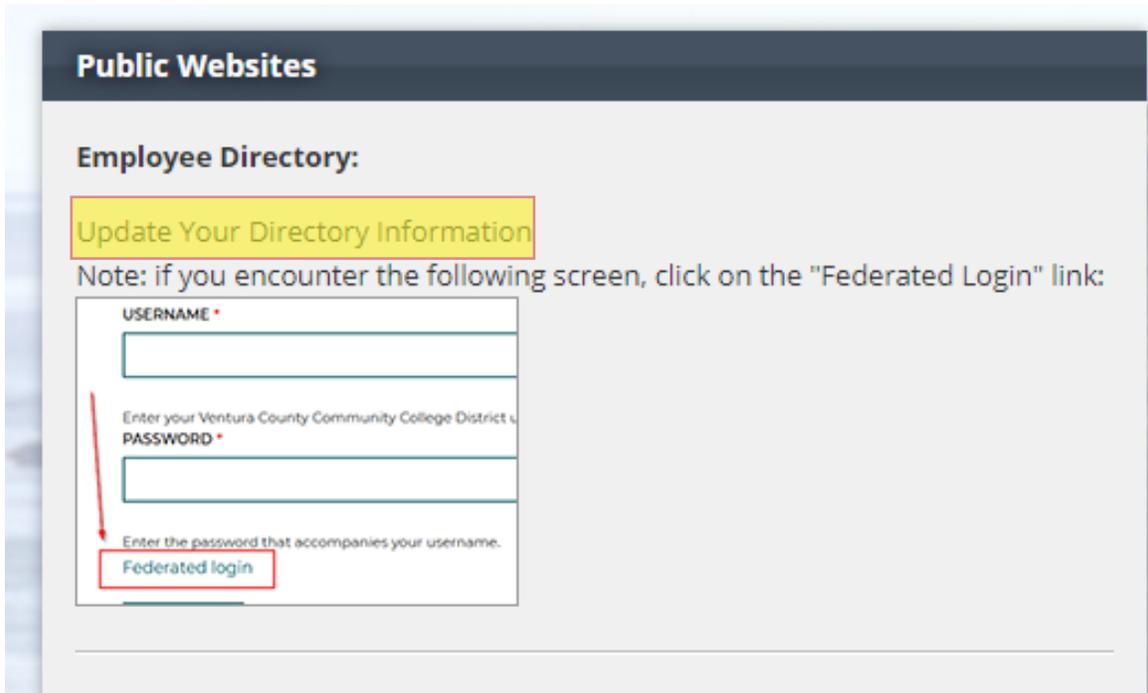
Ventura County Community College District

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VCCCD.EDU

DR. GREG GILLESPIE
CHANCELLOR

Welcome to the Ventura County Community College District,

We are glad you are here! We hope that you will take some time to create your customizable Employee Directory profile on the District website. On the employee directory, you will be able to search for yourself and your colleagues by name or location. This is a helpful tool for students, employees, and the community. We have provided easy-to-follow instructions for you to get started. If you have questions at any point, please send us an email at websiteupdates@vcccd.edu.



1. Login to your employee portal (my.vcccd.edu) then click on the “Work Life” Tab. Then, scroll down and look for the “Public Websites” Channel on the bottom left. Under “Employee Directory”, click on the “Update your directory information link”.

Directory profile

Your Name

Member for 2 months 4 weeks

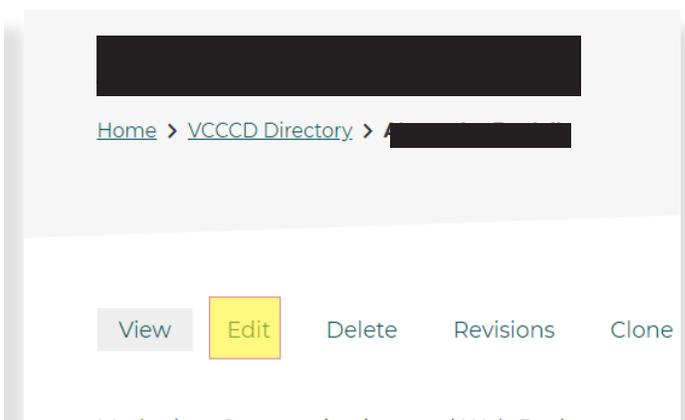
First Name

[Redacted]

Last Name

[Redacted]

Receive content moderation notifications



2. You will then be taken into your Drupal Profile Page. Do not confuse this for your directory page. Under the words “Directory Profile” click on the hyperlink of your name.

3. Once loaded on your directory page, click on “edit”.

Job Title

Office

Office Phone

Cell

WEBSITE

URL

This must be an external URL such as <http://example.com>.

Link text

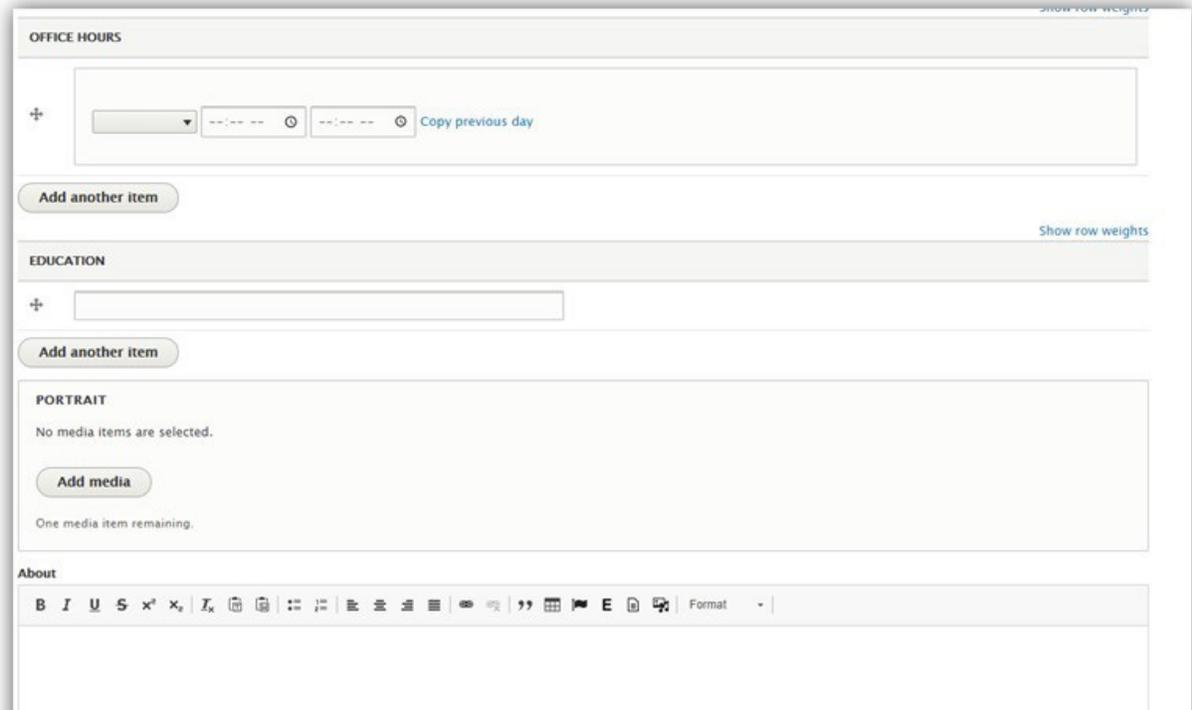
Facebook URL

Twitter URL

LinkedIn URL

4. You will then be taken to the page editor. From here you will have options to enter the following fields.

- Job Title
- Office Location
- Office Phone
- Cell
- Website URL and Link Text
- Facebook URL
- Twitter URL
- LinkedIn URL



5. Continuing on, you will have fields for the following

- Office Hours
- Education
- Portrait
- About (Bio Section)

Anywhere you see a button that says "Add another item" is where you can add another field to that section.

When uploading a portrait, it is important that you give your photo Alternative Text, and a Category. You can use the year as the category. To upload a Photo or Document to your About Section, click on the Bold "E" Icon. To upload/embed a YouTube or Vimeo Video, click on the "Music Note and Picture" Icon

The screenshot shows a web form for course information. It is organized into several sections:

- COURSE INFORMATION**: A header section containing a "Course Information Section" with a plus icon, a "Title" input field, and a "Remove" button.
- COURSE DOCUMENTS**: A section with an "Add new media item" button.
- LINKS**: A section with a "URL" input field, a "Link text" input field, and an "ATTRIBUTES" button.
- Published**: A checkbox that is checked.
- Buttons**: "Add another item", "Add Course Information Section", and a blue "Save" button.

6. Finishing up, if you are Instructional Faculty, you will have a section to add course information. This Includes the following

- Title of Course
- Attachments (Syllabus, etc.)
- Links (Canvas, MyMathLab, etc.)

7. Once done, you can click the Blue Save Button to Publish. You can update this page as often as you like.

Should you have any questions, please contact

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