Faculty Profile Page Guide
The Faculty Profile page is a special page on the Shasta College website that provides contact and other information about the faculty member. It can be accessed from the Shasta College website Directory or from a special URL address that can used for business cards, flyers, or other websites (e.g. www.shastacollege.edu/faculty/lgrandy). The Faculty Profile page information can be easily edited by the faculty member with the Directory Editor App.

Information on the Faculty Profile Page
Some information on the Faculty Profile page is retrieved automatically from Datatel (our college system) such as Department/Subject, Phone, Email, Office Location/Hours, and Current Courses, which are not editable by the faculty member directly (Figure 1). If necessary, this information can be modified by contacting the Human Resources office. Other information such as First Name, Last Name, External Website URL, Photo (upload), and About the Instructor are editable by the faculty member directly by using the Directory Editor App (See Accessing / Editing the Faculty Profile Page with the Directory Editor App section below).

![Sample Faculty Profile page](Image)

Figure 1 – Sample Faculty Profile page

Accessing / Editing the Faculty Profile Page with the Directory Editor App
1. The Directory Editor App can be found as a link in the Technology section on the Faculty / Staff Resources page of the Shasta College website (Figure 2).
2. To access the App, you will be prompted to sign-in with the same username and password that you use for your college PC or email (Figure 3).

3. After you sign-in, your Faculty Profile information will display for editing. Enter values for the fields and follow the on-screen tips. When you are finished editing, click the Save button at the bottom (Figure 4).
Figure 4 – Directory Editor App screen shot