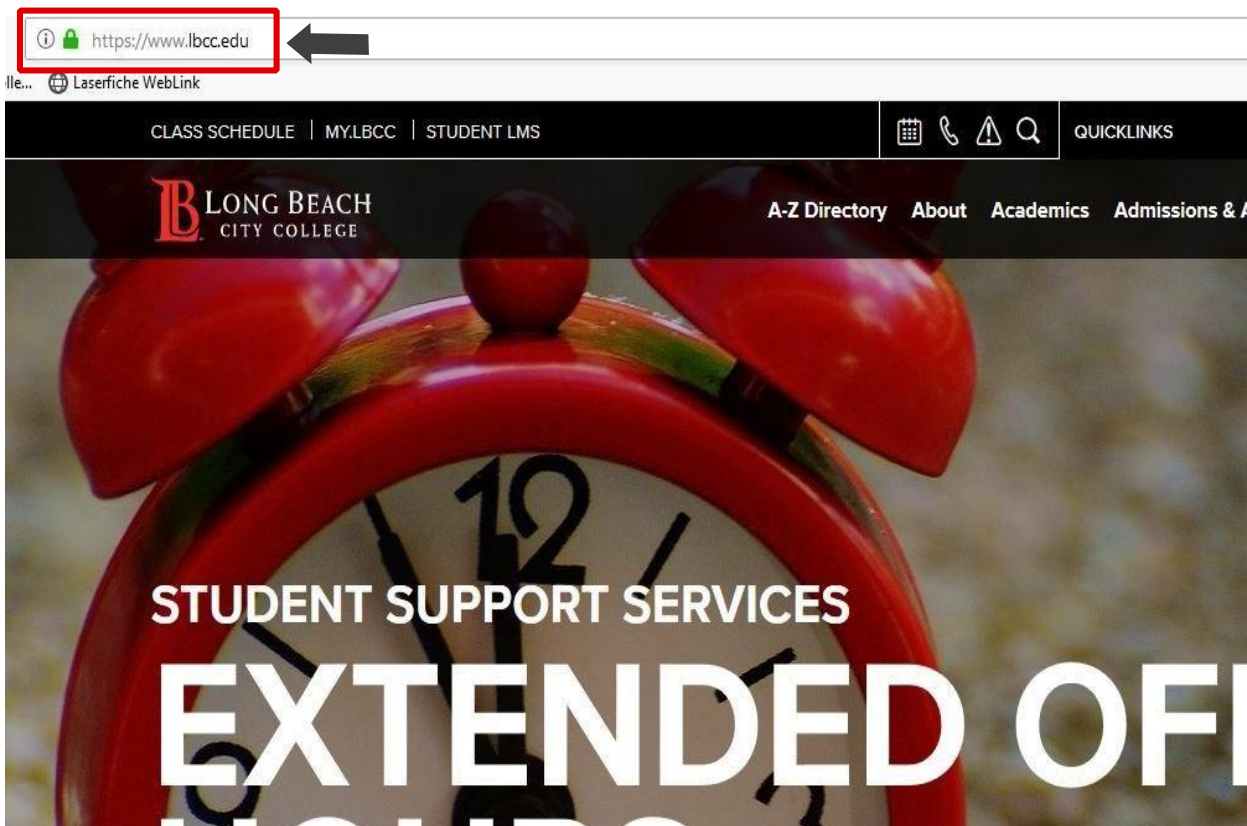


# Updating Image and Biography in Phone Directory

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

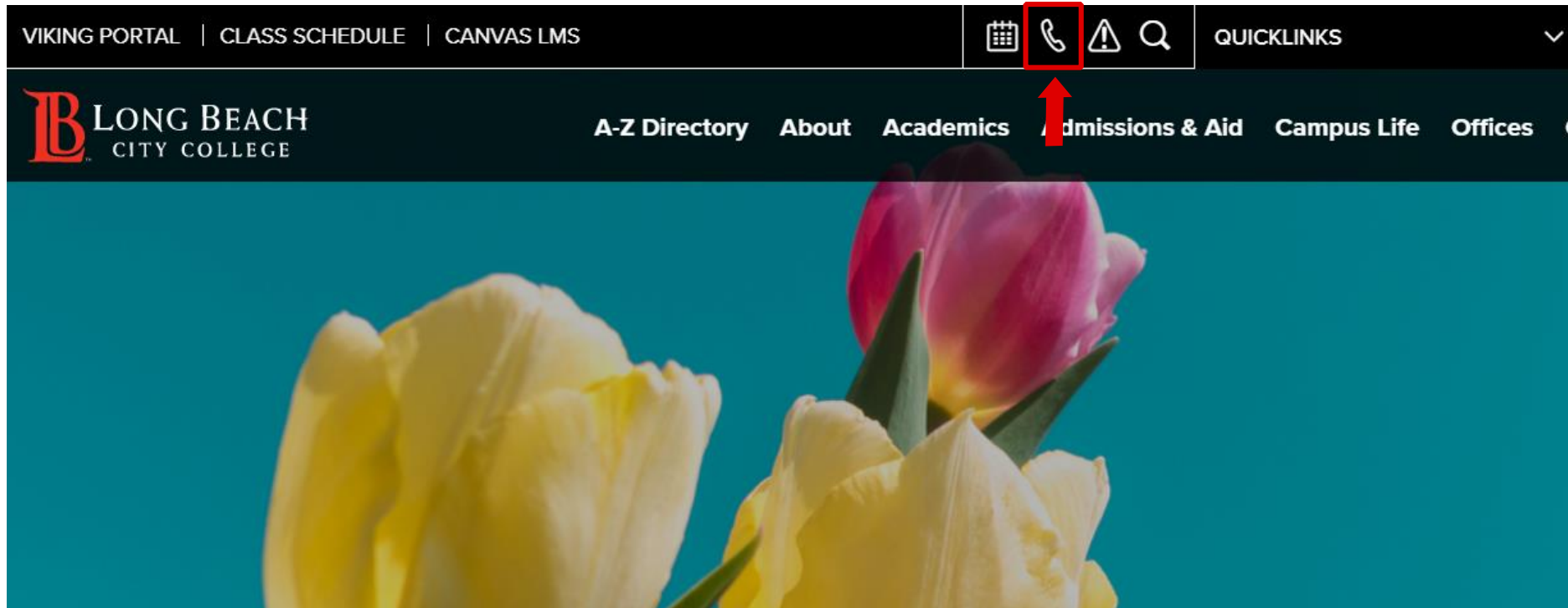


# Updating Image and Biography in Phone Directory



- From a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Safari, etc.), click on the address bar and type in [www.lbcc.edu](https://www.lbcc.edu)

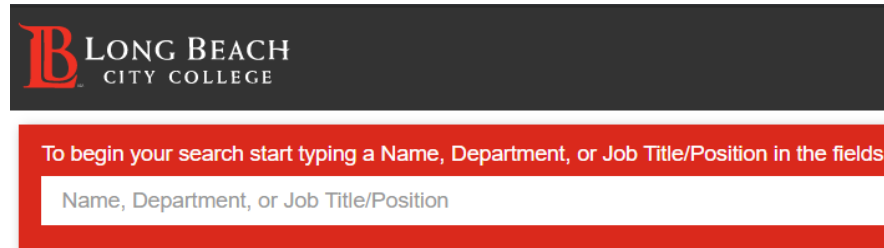
# Updating Image and Biography in Phone Directory



➤ Click on the **phone** icon.


# Updating Image and Biography in Phone Directory

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**LONG BEACH**  
CITY COLLEGE

To begin your search start typing a Name, Department, or Job Title/Position in the fields b

 [Click here](#) if you would like to update your image or make changes to your biography.

At the phone directory search page, click on the '[Click here](#)' link at the bottom of the page.

# Updating Image and Biography in Phone Directory

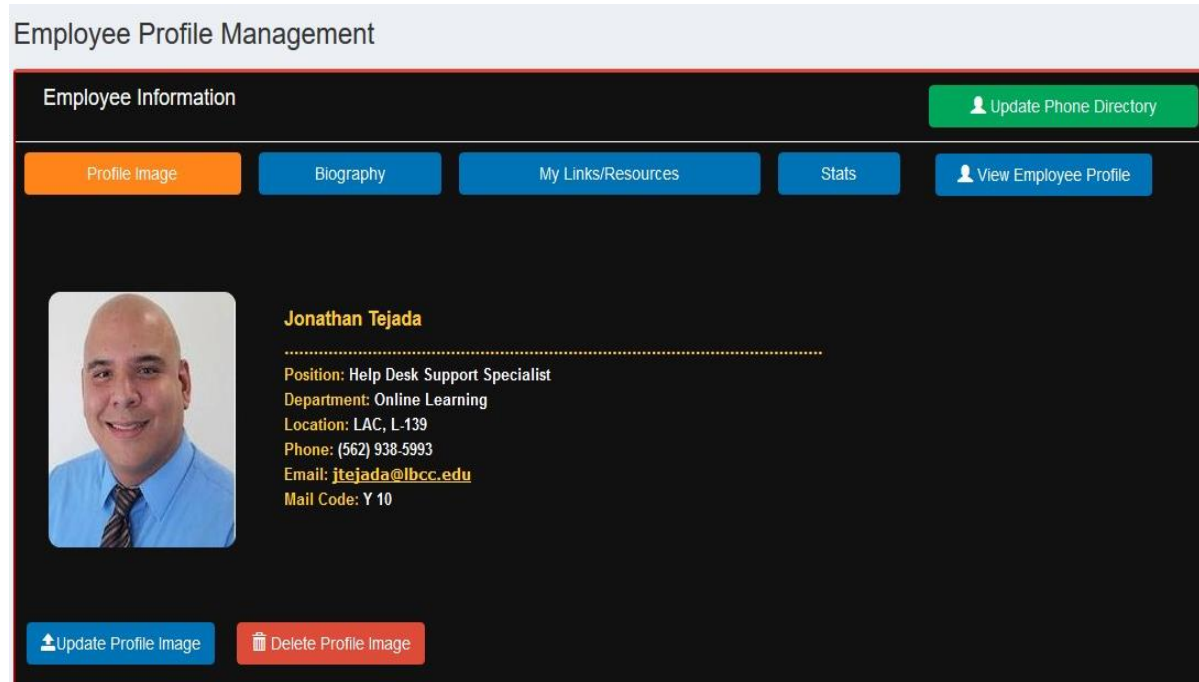
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The screenshot shows a web interface for 'LBCC LOGIN' with a sub-header 'Employee Profile Management'. It features two input fields: 'Username' containing '1234567' and 'Password' containing seven dots. Below the fields are two buttons: a red 'LOGIN' button and a grey 'Return to Previous Page' button.

Login using your **employee ID number** as your *Username* and your **LBCC Password** as the *Password* .

# Updating Image and Biography in Phone Directory



Once logged in, you should now be able to update your profile image and biography.

If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: [helpdesk@lbcc.edu](mailto:helpdesk@lbcc.edu)
- In-Person: Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)