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
Updating Image and Biography in Phone Directory

➢ Click on the phone icon.
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At the phone directory search page, click on the ‘Click here’ link at the bottom of the page.
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Login using your **employee ID number** as your **Username** and your **LBCC Password** as the **Password**.
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
- **In-Person:** Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)