## Teacher Webpage

### Accessing the Webpage
Go to your teacher page and scroll down. On the right you have options. Choose **Edit Profile**.

### Logging In
A window will open for you to log in. From the drop down, choose **LdapUsers**. Use your district credentials to log in.

### Accessing the Profile Editor
A list of all the teachers on your campus will be displayed. You can either scroll through all the users or use the search option to find your username.

Click the **Actions** option to the right of your username and choose **Edit properties**.

### Adding a Profile Picture
Please reduce your image to no more than 50KB. Refer to image cheat sheet.

From the editor, under **Photo** click **Select Image**.

1. Select image **From your computer**
2. Click **Change** to browse for image
3. Click **Select a library** to choose where to save (refer to image on right)  
   a. Search **“Teachers”**
   b. Check **Teachers** box
   c. Click **Done**
4. **Upload**

**Image will look funny in preview**

### Editing Bio and Additional Information
Use the editing wizard to add, remove, or change your **Bio** information. Toggle between formatting options using the **Formatting button** toward the top right of the editor.

Go through the same process to edit your **Additional Information** section. This will show below the Bio on your webpage.

### Publishing Your Changes
Do not forget to **Publish**. Clicking the Publish button will make the updates show immediately.

Clicking more actions will give you other options including Publish on a specific date.