I. FOR ADDING OR UPDATING THE **MEETINGS CALENDAR**
   1. From the home page, click on the **FACULTY/STAFF** tab at right side of page
   2. Next, click on the **MEETINGS CALENDAR** tab on right side of page
   3. Scroll to the bottom of the webpage to click on **Request Website Update**
   4. Click on **Event Calendar Update** and follow instructions
      a. **username**: contact webmaster
      b. **password**: contact webmaster

**Why post your meeting(s) on the Meetings Calendar?**
1) To increase attendance 2) To avoid other meeting conflicts 3) To confirm room/date/time
4) Courtesy to colleagues 5) To improve campus scheduling

II. FOR POSTING FACULTY ANNOUNCEMENTS
   1. From the home page, click on **FACULTY/STAFF** tab at the right side of page
   2. Click on **FACULTY DAILY ANNOUNCEMENTS**
   3. To add your Announcement, scroll to the bottom of the webpage to click on **Request Website Update**
   4. Click on **General Website Updates** and complete the brief form
      a. Be sure to include the URL of the page you want updated
         [www.sdcity.edu/facultyannouncements](http://www.sdcity.edu/facultyannouncements)

III. TO POST YOUR EVENT(S) ON THE **CAMPUS EVENTS CALENDAR**
    [http://www.sdcity.edu/Events](http://www.sdcity.edu/Events)
   1. Scroll to the bottom of any webpage and click on **Request Website Update**
   2. Click on **Event Calendar Update** (Update your own events!)
      **User name**: contact webmaster
      **Password**: contact webmaster
   3. Follow the instructions. Your event is posted live so be 100% accurate in your content.
   4. If any questions about the Event Calendaring Process, ask the Webmaster by clicking on **Request Website Update**

IV. FOR ADDING OR UPDATING YOUR **COMMITTEE** INFORMATION
   1. From the home page, click on the **FACULTY/STAFF** tab at the right side of page
   2. Next, click on **Faculty/Staff Resources**
   3. Click on **Committees**
   4. To update your Committee information, simply scroll to the bottom of the web page to click on **Request Website Update**
   5. Click on **General Website Updates** and complete the brief form
      a. Be sure to include the URL of the page you want updated
         [www.sdcity.edu/committees](http://www.sdcity.edu/committees)

IV. FOR CONTACTING THE WEBMASTER
   1. Scroll to the bottom of any web page and click on **Request Website Update**
   2. Complete the brief form, add your content changes in the box or add an attachment(s).
      **Be sure to include the URL** of the page to be updated.
   3. Click on **Submit**. After submit, a “Successfully Submitted” confirmation appears at top of form.
   4. The webmaster will confirm back with you when your update is completed. If you haven’t heard back within 48 hours, contact the webmaster.
VI. HOW TO CREATE MY FACULTY PAGE ON THE CITY COLLEGE WEBSITE

Each faculty member submits information to the webmaster to create a faculty page on the new website. Please be sure to keep your information updated.

1. Scroll to the bottom of any webpage and click on Request Website Update
2. Click on the Faculty Page Request form
3. Fill in the requested information (see below) and submit to webmaster.

That's it! Your webpage will magically appear in no time.

Each Faculty member decides the amount of content to include, starting with the essentials:
a) contact information, b) Classes and c) Professional Background. You can add a link to your blog, Facebook or other resource sites. You do not have to provide a photo but always welcomed.

For a sample of Faculty templates:
- http://www.sdcity.edu/About/Directory/Faculty/LauraCastañeda.aspx
- http://www.sdcity.edu/About/Directory/Faculty/TerriHughesOelrich.aspx
- http://www.sdcity.edu/About/Directory/Faculty/DavidKater.aspx

Click on any name in red in the Directory for more samples: www.sdcity.edu/About/Directory/Faculty.aspx
www.sdcity.edu/About/FacultyPageRequestform.aspx - click here to input your information

FACULTY PAGE REQUEST FORM  Home > About > Faculty Page Request Form

First Name*:
Last Name*:
Middle Initial:
Position*:
Department*:
Email Address*:
Image:
Office:
Office Phone:
Office Hours:
About:
Professional Background:
Classes:
Personal:
Professional:
Links (with URL):