

Updating Employee Directory Profile in the Viking Portal

In this guide you will learn:

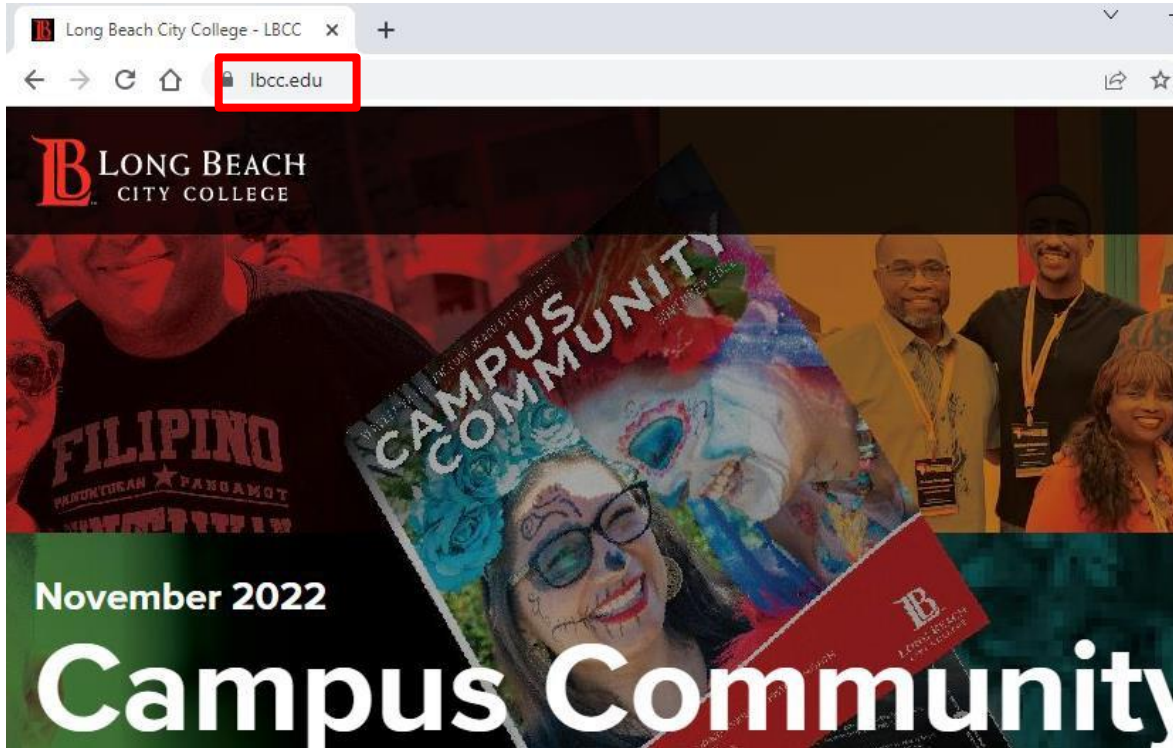
How to update your employee directory profile information via the HR Employee System in the Viking Portal.

1. Go to "www.lbcc.com"
2. Click on Viking Portal link
3. Select HR Employee System tile
4. Click on Personal Details tile
5. Click on Directory Profile on the left.

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

Updating Employee Directory Profile

Navigate to the Long Beach City College Website



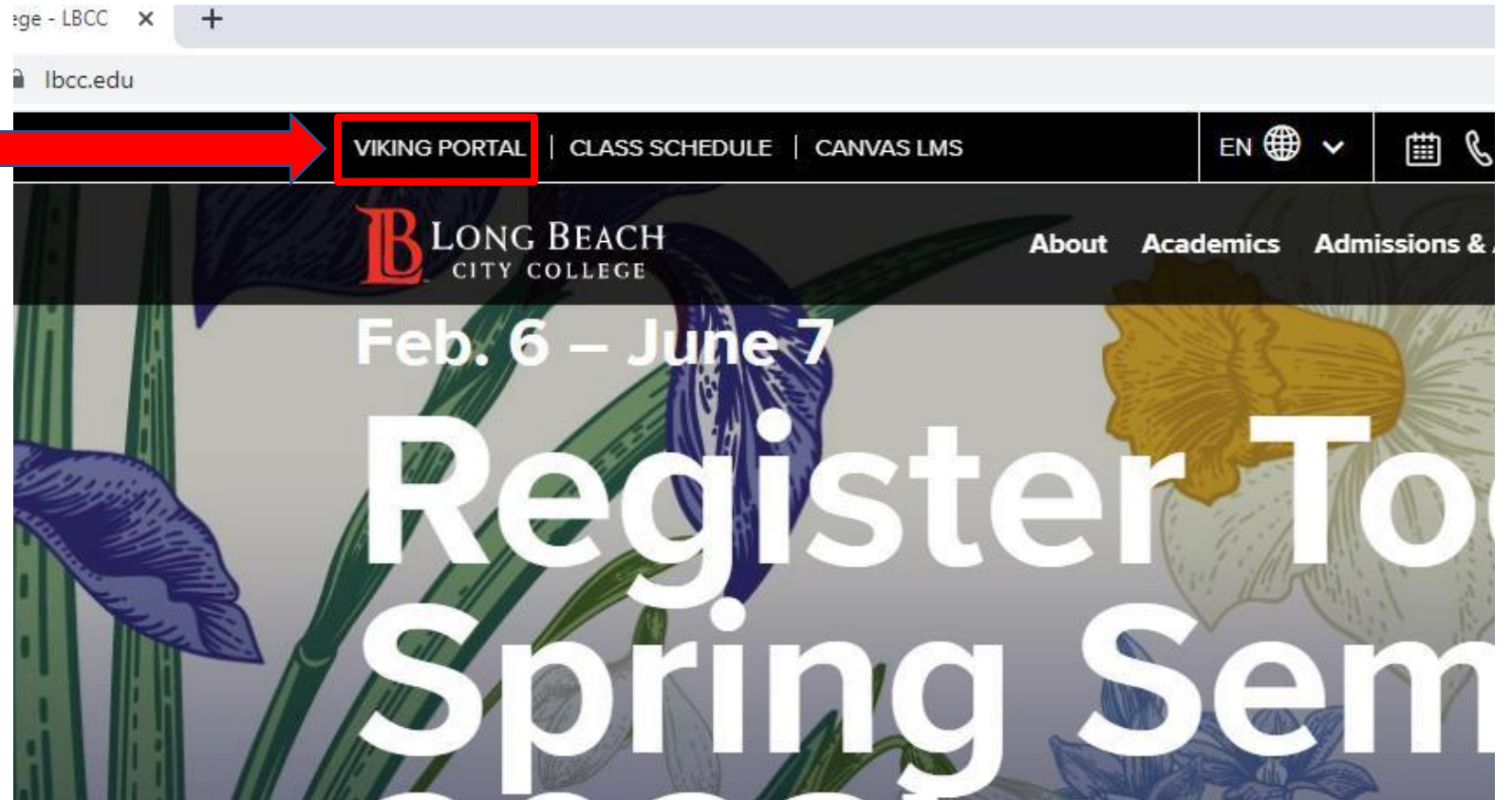
Open a preferred web browser (i.e., Google Chrome, Mozilla Firefox, Safari, etc.) and type "www.lbcc.com" in the address bar.

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

Updating Employee Directory Profile

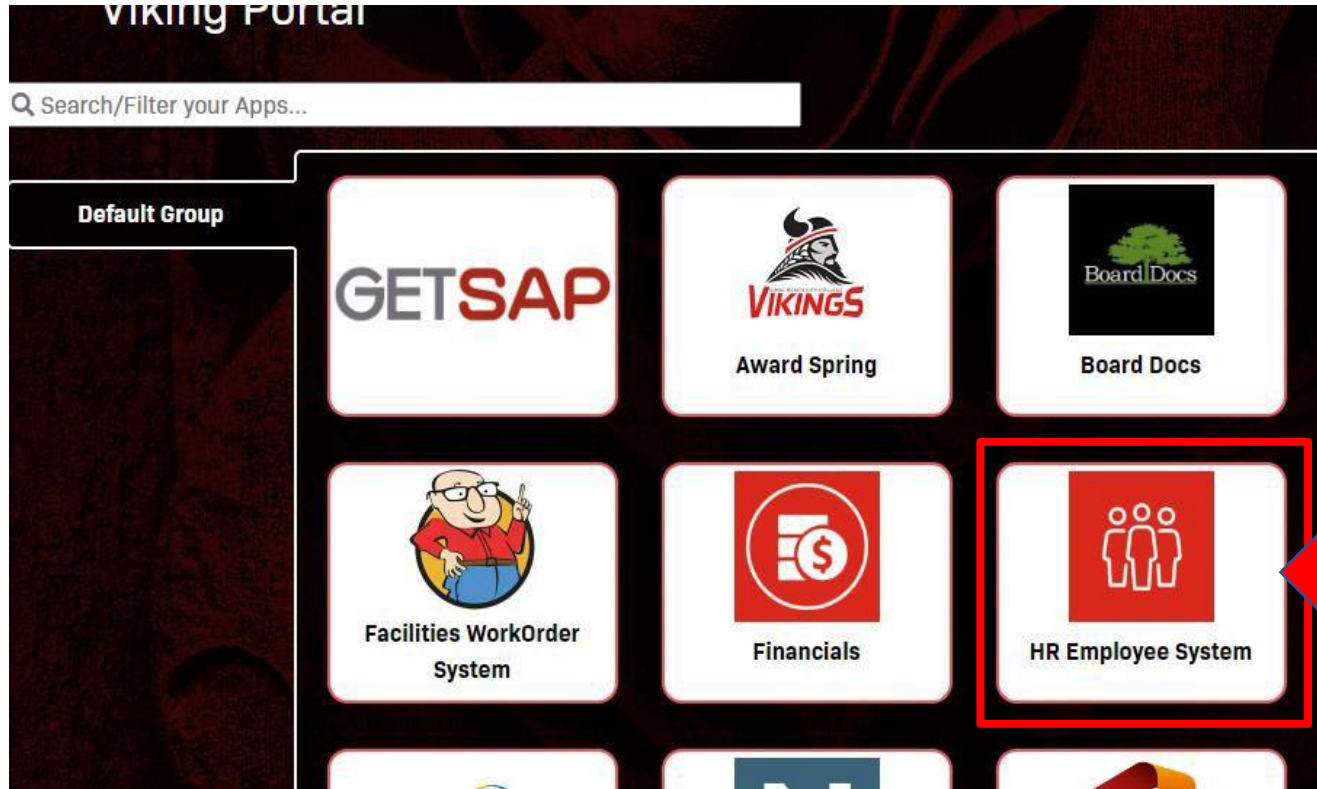
Click on Viking Portal Link

Click on the **Viking Portal** link and log into the Viking Portal.



Updating Employee Directory Profile

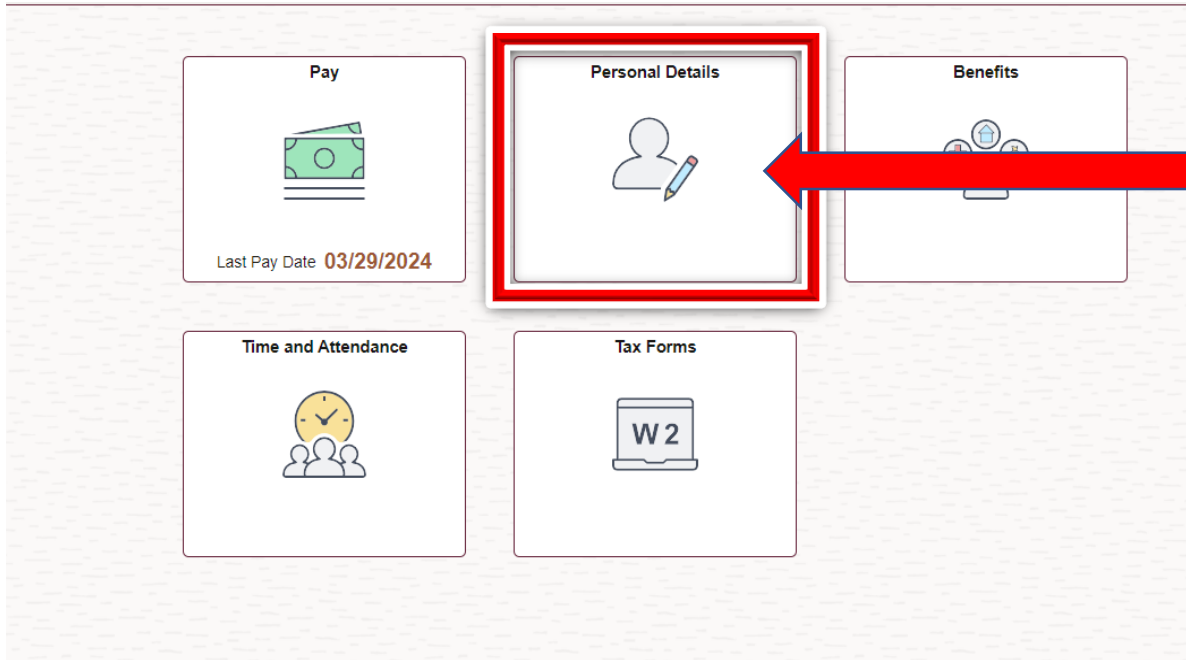
Select HR Employee System Tile



Click on "HR Employee System" tile.

Updating Employee Directory Profile

Click on the Personal Details Tile

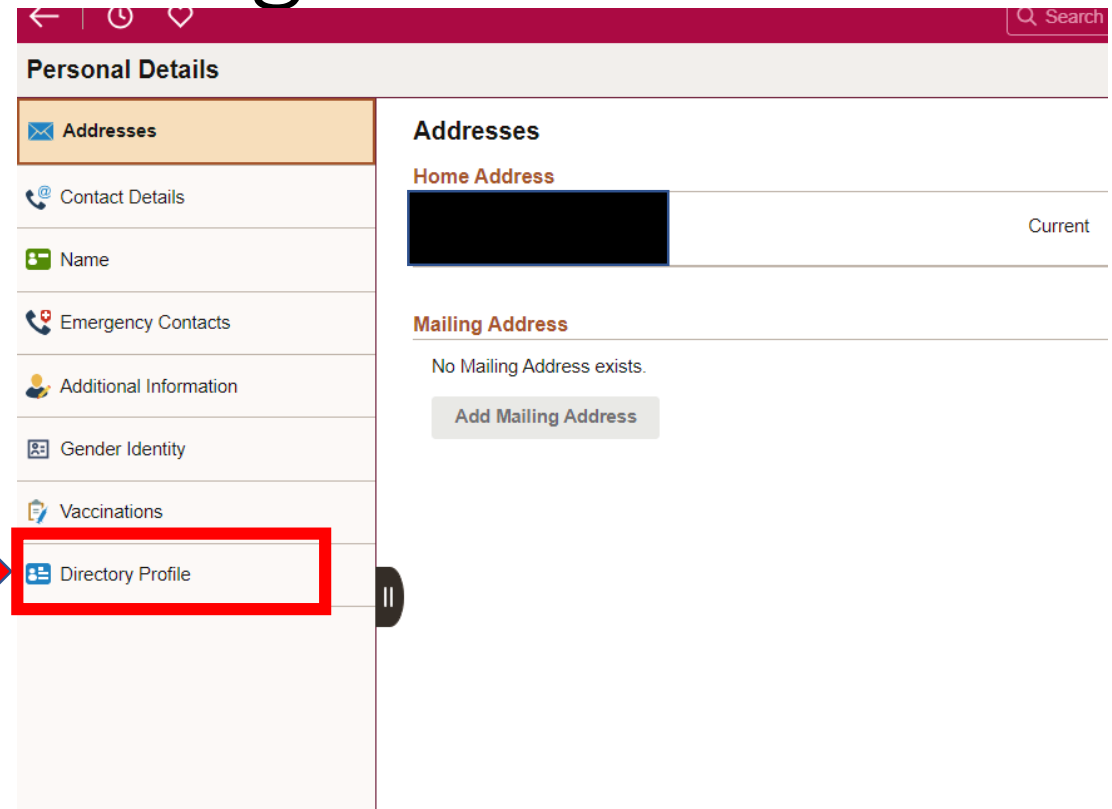


To view your personal information, click on the **Personal Details** tile. This should allow you to view and update your information.

Updating Employee Directory Profile

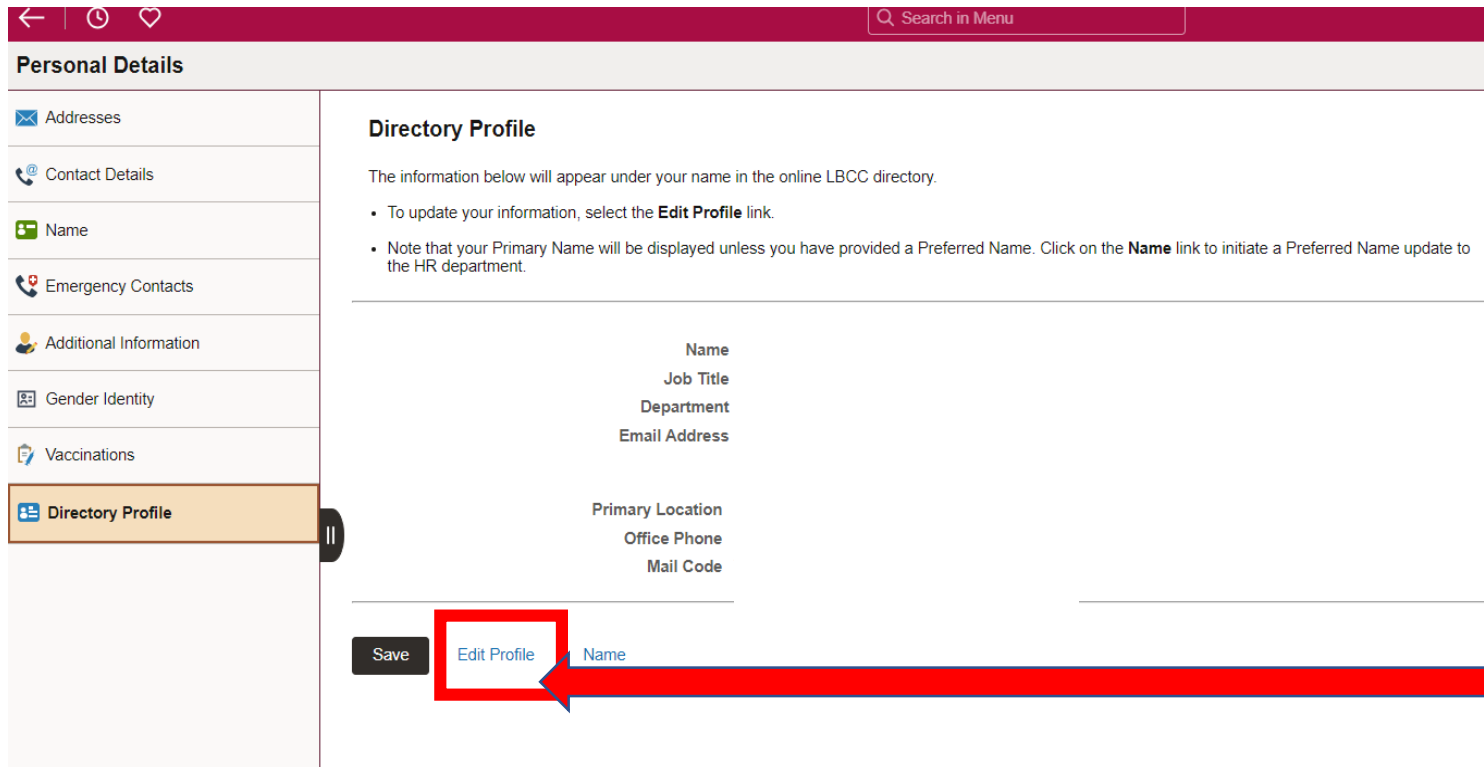
Once in the Personal Details tile, choose
Directory Profile along the left side

Click on Directory Profile



Updating Employee Directory Profile

Editing Profile



The screenshot shows a web interface for editing a directory profile. On the left is a sidebar with a 'Personal Details' section containing links for Addresses, Contact Details, Name, Emergency Contacts, Additional Information, Gender Identity, and Vaccinations. The 'Directory Profile' link is highlighted. The main content area is titled 'Directory Profile' and contains instructions: 'The information below will appear under your name in the online LBCC directory.' followed by two bullet points: 'To update your information, select the **Edit Profile** link.' and 'Note that your Primary Name will be displayed unless you have provided a Preferred Name. Click on the **Name** link to initiate a Preferred Name update to the HR department.' Below the text is a form with two columns of labels: 'Name', 'Job Title', 'Department', 'Email Address' in the first column, and 'Primary Location', 'Office Phone', 'Mail Code' in the second. At the bottom of the form are three buttons: 'Save', 'Edit Profile', and 'Name'. A red box highlights the 'Edit Profile' button, and a red arrow points from the text on the right to this button.

To update your directory information, click on “Edit Profile” next to the SAVE button.

Updating Employee Directory Profile

Directory Profile Editable Screen

Directory Profile
[Instructions](#)

Name Sunde Domingo
Job Title Student Technology Help Desk Manager
Department
Email Address

Phonebook Listing Preference

Show Campus & Office
 Show Campus Only

Primary Location

*Location Code

*Room

Office Phone

Mail Code

Secondary Location

Location Code

Room

Office Phone

LinkedIn Profile or Website

Website / URL

Primary Car (For Parking Permit Use Only)

License Plate

Make and Model

[Review Directory Entry](#)

There are four sections that can be filled out on this page:

1. Phonebook Listing Preference
2. Primary Location (and secondary, if applicable)
3. Professional Website
4. Primary Car Information

We will go over each section next.

Phonebook Listing Preference



Phonebook Listing Preference

Show Campus & Office

Show Campus Only

Set your phonebook listing preference to show your campus and office information **or** only your campus.

Updating Employee Directory Profile

Primary Location

Primary Location

*Location Code

*Room

Office Phone

Mail Code

Secondary Location

Location Code

Room

Office Phone

Use the Primary Location field to indicate your office location, phone number, and preferred mail stop. You can also provide secondary office location details, if applicable. If you are not assigned to an office, select the "000/Unassigned Room" value of your building.

Updating Employee Directory Profile

Professional Website

LinkedIn Profile or Website

Website / URL

Save

[Review Directory Entry](#)

Provide your professional website or your LinkedIn profile if you wish to include more information on the online LBCC directory. There will no longer be an “About Me” section in the directory.

Updating Employee Directory Profile

Primary Car Information

Primary Car (For Parking Permit Use Only)

License Plate

Make and Model

Enter your primary car details to be issued an LBCC Employee Parking Permit each year. Note that this information will not be listed in the online directory

Updating Employee Directory Profile

Review and Save

Save

[Review Directory Entry](#)

If you click “Review Directory Entry” it will show a summary of your entered information. Please review then click “Edit Profile” to get back to the SAVE button. Once you are sure the information is correct, click SAVE.

Personal Details

- Addresses
- Contact Details
- Name
- Emergency Contacts
- Additional Information
- Gender Identity
- Vaccinations
- Directory Profile**

Directory Profile

The information below will appear under your name in the online LBCC directory.

- To update your information, select the **Edit Profile** link.
- Note that your Primary Name will be displayed unless you have provided a Preferred Name. Click on the **Name** link to initiate a Preferred Name update to the HR department.

Name Sundee Dominguez
Job Title Student Technology Help Desk Manager
Department Information Technology Svcs
Email Address s2dominguez@lbcc.edu

Primary Location LAC, Building L, Room 248
Office Phone 562/938-4927
Mail Code Y 10

[Edit Profile](#) [Name](#)

Updating Employee Directory Profile

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

Phone: (562) 938-4357

Email: helpdesk@lbcc.edu