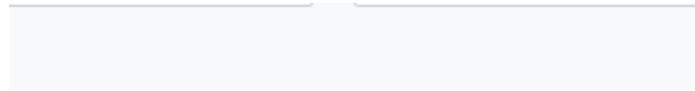


# Instructions to Change Information on the “Get More Information” section of the LIT Website

**Purpose:** Change information shown in the “Get More Information” box



## Get More Information



**Dr. Maegan Collins**

**Department Chair**  
Technology Center, Room 116

4092420984  
mcollins3@lit.edu



**Information:** The following pieces of information are displayed, along with their respective sources.

Information	Source
Picture	LEO
Name	Banner
Title	Banner
Office	LEO
Phone Number	Banner
Email	Banner

Picture and Office Location are the only 2 items pulled from LEO. All others are pulled from Banner.

### Instructions to update:

- Picture: Step 1: Login to [LEO \(https://app.lit.edu/leo\)](https://app.lit.edu/leo) and follow the instructions under “Edit Profile Picture” on the bottom right side of the page.
- Name: Step 1: Get with HR to update information in Banner.
- Title: Step 1: Get with HR to update information in Banner.
- Email: Step 1: Get with HR to update information in Banner.

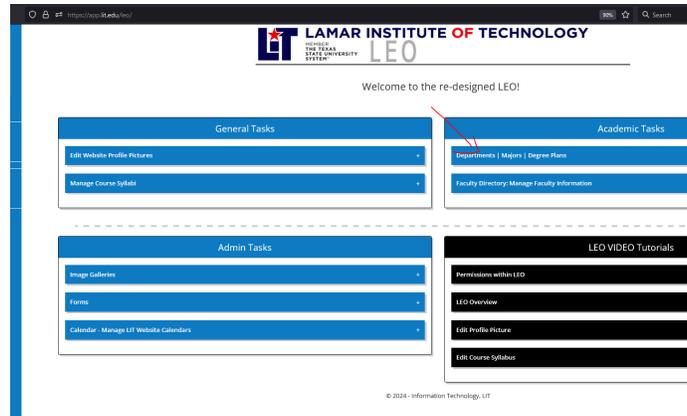
# Instructions to Change Information on the “Get More Information” section of the LIT Website

Office:

Method 1: Contact webmaster with new office location information.

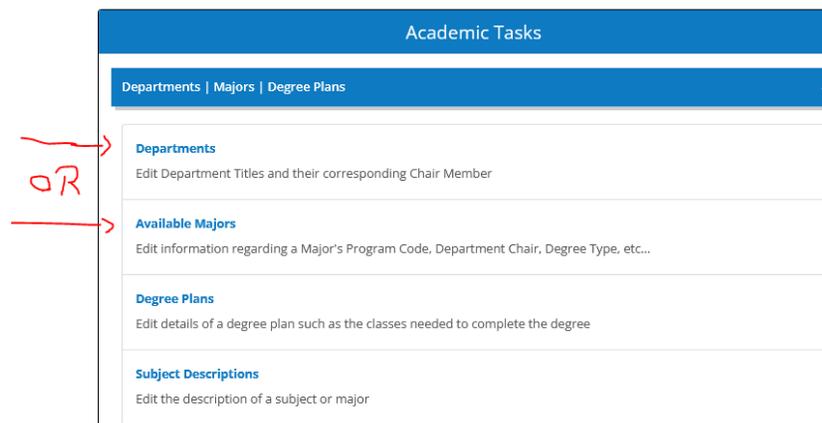
Method 2: Update information in LEO. Only Department Chairs have permission to update office location information.

Step 1: Visit [LEO](#) and click on the “Departments/Majors/Degree Plans” link.



Step 2: Click on *Departments* OR *Available Majors*

(depending if the information is for a department or a program within that department)



Step 3: Identify the department or program you want to update, and click on the blue edit icon, located on the right side.

# Instructions to Change Information on the “Get More Information” section of the LIT Website

**DEPARTMENTS**

[Create](#) Blue Edit Button

Id	Title	Chair	
2	Business Technologies	Tamalla Jones	<a href="#">E</a> <a href="#">D</a>
15	Finance	Amanda Retherford	<a href="#">E</a> <a href="#">D</a>
13	Financial Aid	Linda Korns	<a href="#">E</a> <a href="#">D</a>
4	General Education and Developmental Studies	Dr. Maegan Collins	<a href="#">E</a> <a href="#">D</a>
1	Healthcare and Sciences	Richard Fruscone	<a href="#">E</a> <a href="#">D</a>
7	Information Technology	Sam Dockens	<a href="#">E</a> <a href="#">D</a>
19	LIT Foundation / Scholarships / Alumni	Mandy Clayton	<a href="#">E</a> <a href="#">D</a>
10	Public Information and Marketing	Christopher Elliott	<a href="#">E</a> <a href="#">D</a>
5	Public Service and Safety	Nicole Mitchell	<a href="#">E</a> <a href="#">D</a>
17	Student and Academic Success	Dr. Angela Hill	<a href="#">E</a> <a href="#">D</a>
16	Student Services	Dr. Angela Hill	<a href="#">E</a> <a href="#">D</a>
22	Teaching and Learning Center	Dr. Angela Hill	<a href="#">E</a> <a href="#">D</a>
6	Technology	Dr. Valerie Worry	<a href="#">E</a> <a href="#">D</a>
20	Testing Center	Lori Johnson	<a href="#">E</a> <a href="#">D</a>
8	Workforce Training and Continuing Education	Dr. Miranda Phillips	<a href="#">E</a> <a href="#">D</a>

Step 4: Update the Office information, then click on Save:

**EDIT DEPARTMENT**

**Title** \*

Business Technologies

**Code**

BSTC

**Manager**

Tamalla Jones

**Admin Assistant**

Tamalla Jones

**Office**

Technology Arts Building 4, Room 103C

**Address**

855 E. Lavaca St., Beaumont, TX 77705

**Phone**

(409) 839-2092

**Email**

BSTC@lit.edu

**Finance Org Code**

33025

[Save](#)

[Back to List](#)

*1.* → (points to Office field)

*2.* → (points to Save button)

Updated information from LEO updates *immediately* on the website. Refresh the page in question in lit.edu and confirm information was updated.

For help with any issues encountered during this process, contact the webmaster.

Phone Number:

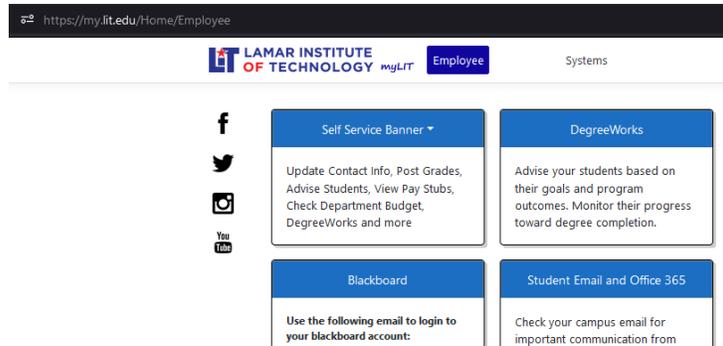
Method 1: Get with HR to update information in Banner

OR

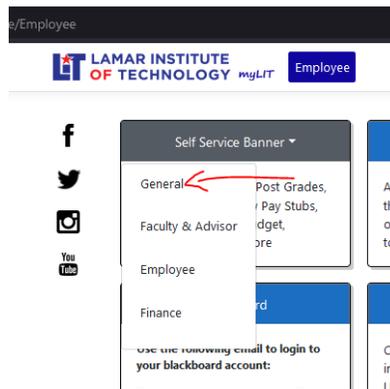
Method 2: Update “*Employee Campus Phone Number (Primary)*” in *Self-Service Banner*.

Step 1: Login to <https://my.lit.edu> and click on the *Employee* tab on the top menu.

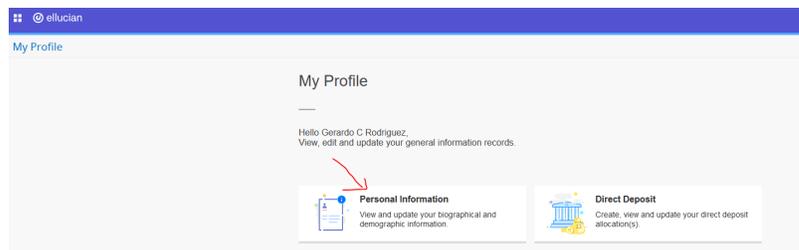
# Instructions to Change Information on the “Get More Information” section of the LIT Website



Step 2: Click on *Self Service Banner*, then on *General*



Step 3: Click on *Personal Information*



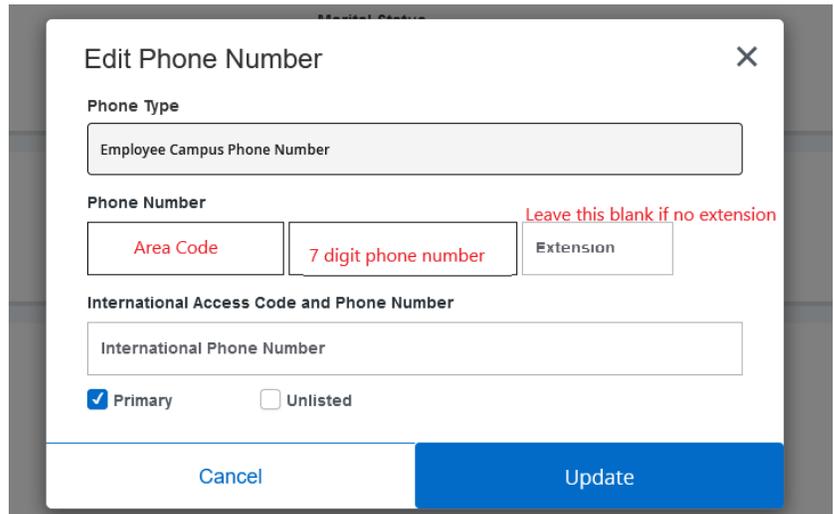
Step 4: Under the Phone Number section, click the *Edit icon* under the “*Employee Campus Phone Number*”. This is the CL phone number in Banner.

## Employee Campus Phone Number (Primary)



## Instructions to Change Information on the “Get More Information” section of the LIT Website

Step 5: Enter or update your phone number in the presented form:



The screenshot shows a modal window titled "Edit Phone Number" with a close button (X) in the top right corner. The form contains the following fields and options:

- Phone Type:** A dropdown menu with "Employee Campus Phone Number" selected.
- Phone Number:** Three input fields: "Area Code", "7 digit phone number", and "Extension". A red note above the "Extension" field says "Leave this blank if no extension".
- International Access Code and Phone Number:** A single input field labeled "International Phone Number".
- Options:** Two checkboxes: "Primary" (checked) and "Unlisted" (unchecked).
- Buttons:** "Cancel" and "Update" buttons at the bottom.

Step 6: Click on Update.

Step 7: Verify phone number was updated

- If phone number was updated, next time sync occurs from Banner to the website, the new phone number will be displayed on the website. (sync occurs every 3 hrs daily, starting at 7am)
- If phone number was NOT updated, get with HR for help.