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

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

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**Get More Information**

![Dr. Maegan Collins](image)

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

<table>
<thead>
<tr>
<th>Information</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Picture</td>
<td>LEO</td>
</tr>
<tr>
<td>Name</td>
<td>Banner</td>
</tr>
<tr>
<td>Title</td>
<td>Banner</td>
</tr>
<tr>
<td>Office</td>
<td>LEO</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Banner</td>
</tr>
<tr>
<td>Email</td>
<td>Banner</td>
</tr>
</tbody>
</table>

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

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](https://my.lit.edu) and click on the *Employee* tab on the top menu.
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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.
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Step 5: Enter or update your phone number in the presented form:

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.