Staff Information on BB 9.1

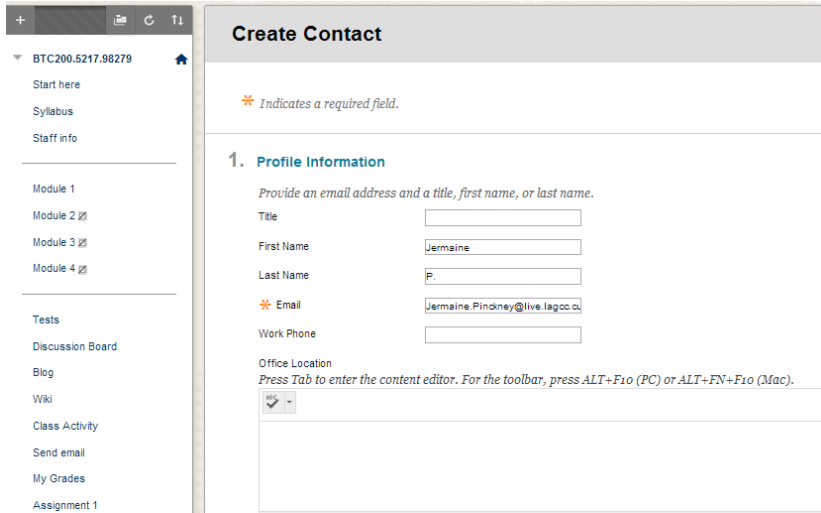**Step 1.** Once you have accessed you course click **Staff Info**

Step 2. Click on **Create Contact**

Step 3. Fill out the necessary fields.
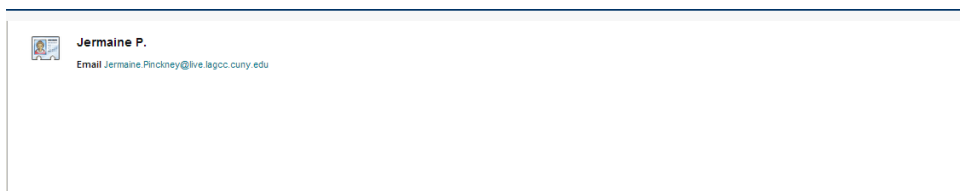
Step 4. Click **Submit**

Step 5. Your profile will look as shown below

Step 6. To **edit** or **delete** select the double arrow.
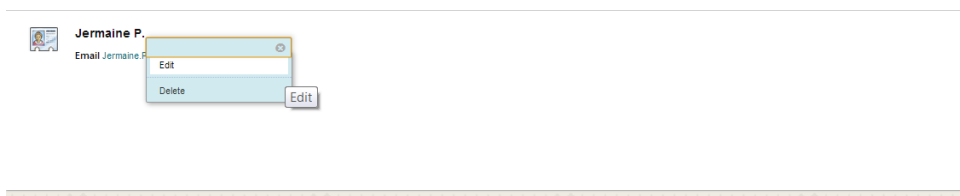
To view the Video Tutorial for this handout access the link below.

http://youtube.com/LAGCCISMD