Staff Information on BB 9.1

Step 1. Once you have accessed your course, click Staff Info

Step 2. Click on Create Contact
Step 3. Fill out the necessary fields.

![Create Contact form](image1)

Step 4. Click Submit

![Submit button](image2)

Step 5. Your profile will look as shown below

![Profile image](image3)
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