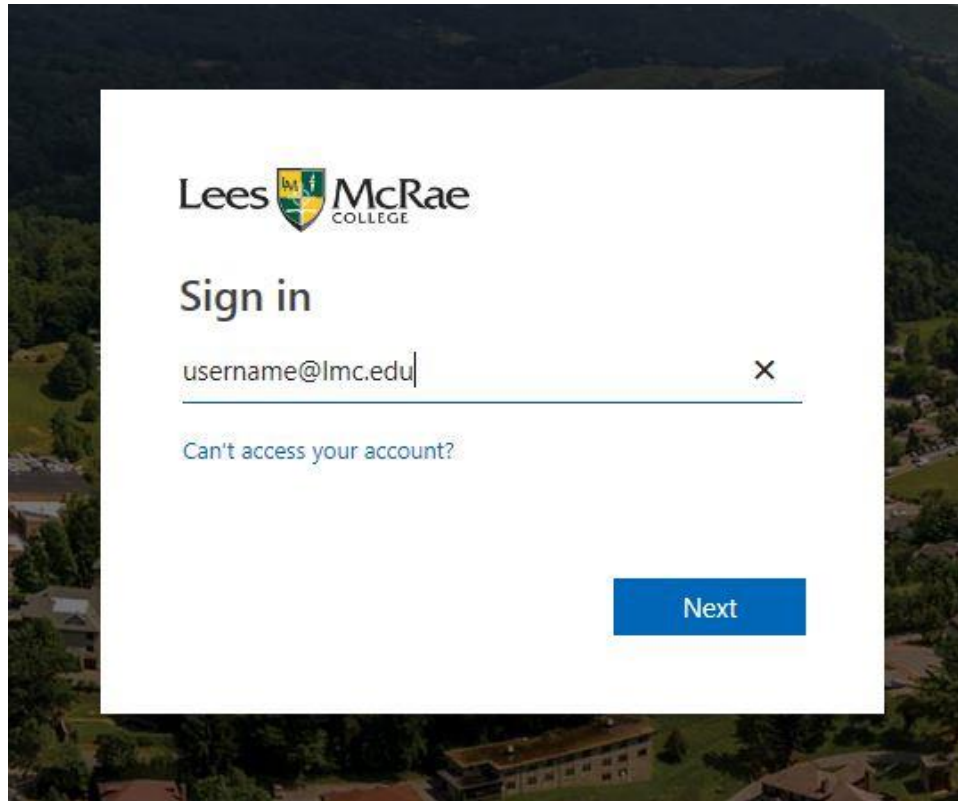


# Updating Your User Profile in Montibus

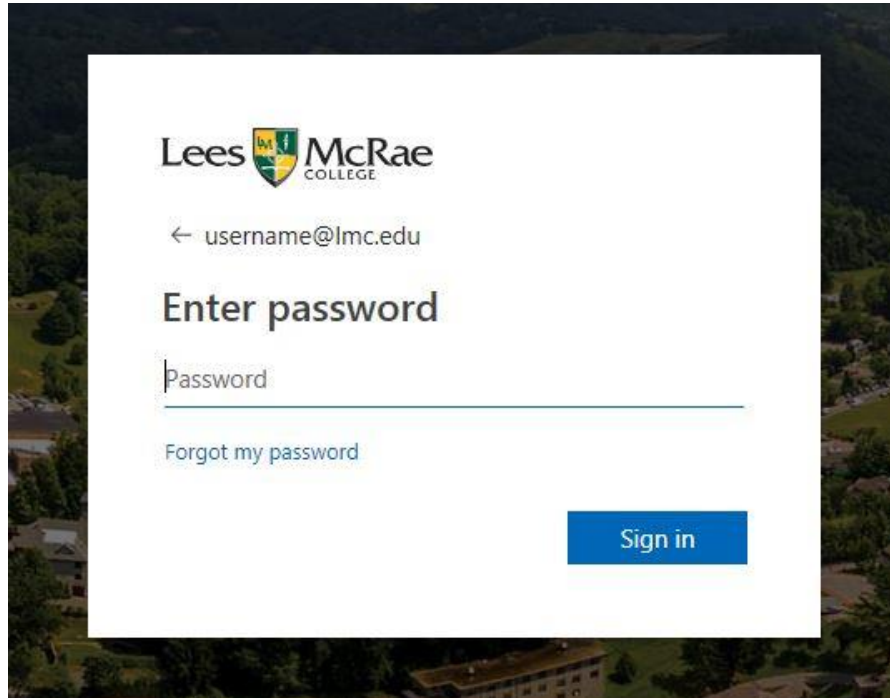


Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



**Stay signed in?**

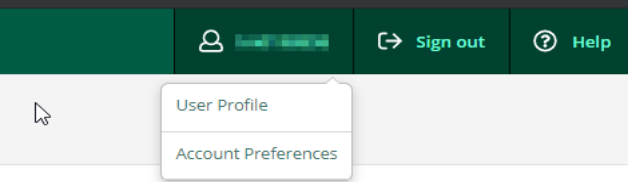
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

After you log in to Montibus, click your username in the upper right corner.



To update your phone numbers, click the edit button. To add a new entry, click the Add button.

### Phone Numbers

**Last Confirmed On:**  
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type	
[Redacted]	Cell Phone	
[Redacted]	Home Permanent	

#### Enter Phone Details

Phone Number \*

Extension

Type

Cancel Add Phone