

DESE Staff Contact

For staff contact pages, we will be automating these pages by entering staff in the Drupal contact database. This will also give us the ability to look at leveraging the database to do staff searches which we will look into

All staff contact information were entered at the end of April prior to the site launch. Due to time limitations, we did not create all these staff contact pages, but we are in the process of doing so now. Any new staff after that date will need to be added.

Add DESE Staff Contact

Content – Add Content – MOCMS: Contact

Type name (first last)

Type name (last, first)

Fill in position

Agency – DESE

Create MO CMS: Contact

The content access permissions need to be rebuilt. [Rebuild permissions.](#)

Name *

Contact Information *

More Info

Contact Lists

Name (first last) *

Name (last, first) *

POSITION TITLE(S) [Show row weights](#)

+

Add another item

Agency

- None -

Create Block

If enabled, a block will be created containing this contact's info. Useful if you wish to place the contact into a sidebar or other region on other pages.

Select Contact Information

Fill in Label - Phone

Then paste phone number from spreadsheet

Unfortunately, the emails aren't in spreadsheet, but format is: firstname.lastname@dese.mo.gov – Hit save

Note: for VR/DD tab, emails are: firstname.lastname@vr.dese.mo.gov

PHONE NUMBERS show row weights

Label *

Phone, Fax, TDD, Toll-free, etc.

+ **Number**

Remove

Add another item

Email

Edit DESE Staff Contact

If any editing needs to be done

Content - Find Content –

Filter type: MOCMS: Contact

In title, enter first or last name

Locate name in list and click “edit” link

Edit any part that is needed and click save.

Remove DESE Staff Contact

For staff who leave, do the following:

Content - Find Content –

Filter type: MOCMS: Contact

In title, enter first or last name

Locate name in list and click “delete” link

Confirm to delete and ok.