

MLC Signage

How to upload signs to the sign system on campus.


- [Signage System](#)

Signage System

The new signage system allows any staff or faculty member to submit signs through the signage website. This will let people manage their own signs. Once a sign is submitted, the Student Life Office will be able to approve them or request a revision, similar to how Portal News works.

First, visit <https://signage.mlc-wels.edu> and log in with your MLC Account credentials.

Submitting a sign is very straightforward. Simply click the **Continue** button under **Upload Images**.

 MLC Signage [Home](#) [Log Out](#)

Upload Images

Upload new images for signs.

Continue

Manage Images

Choose when and where images should appear.

Continue

Display Slideshow

Play the slideshow.

Continue

You'll be prompted to select an image to upload on the next page:


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Upload Image

Choose File No file chosen

The TVs around campus all use a **16:9** aspect ratio and are **1920x1080** pixels in size, but the signage system will do its best to fit images of other sizes.

Once you select a valid image, you can make some decisions on when and where the image should show, and add a comment.

 MLC Signage Dev [Home](#) [Log Out](#)

Upload Image

Choose File

1737px-John_Trumbull_-_Alexander_Hamilton_-_Google_Art_Project.jpg

Start Date

mm/dd/yyyy --:-- --

Stop Date

mm/dd/yyyy --:-- --

Select Signs

All

WCC

LSC

LIB

MC

LNK

Cafeteria

Display on Signs: All

Add a comment...

Image Preview:

View Fullscreen

Submit for Approval

Delete

1737px-John_Trumbull_-_Alexander_Hamilton_-_Google_Art_Project.jpg

If you leave a **stop date** blank, it will stay on the signs forever. Similarly, if you do not set a **start date**, the image will appear instantly on the selected screens.

Once you've checked to make sure you are happy with your sign, you can preview it with the **View Fullscreen** button, or use the **Submit for Approval** button. This will submit the sign to be approved by one of the administrators for the sign system.

If you realize you've made a mistake and want to modify one of your signs, you can do so from the **Manage Signs** menu that is accessible from the main page of the website. Any sign that you personally uploaded can be modified or deleted.