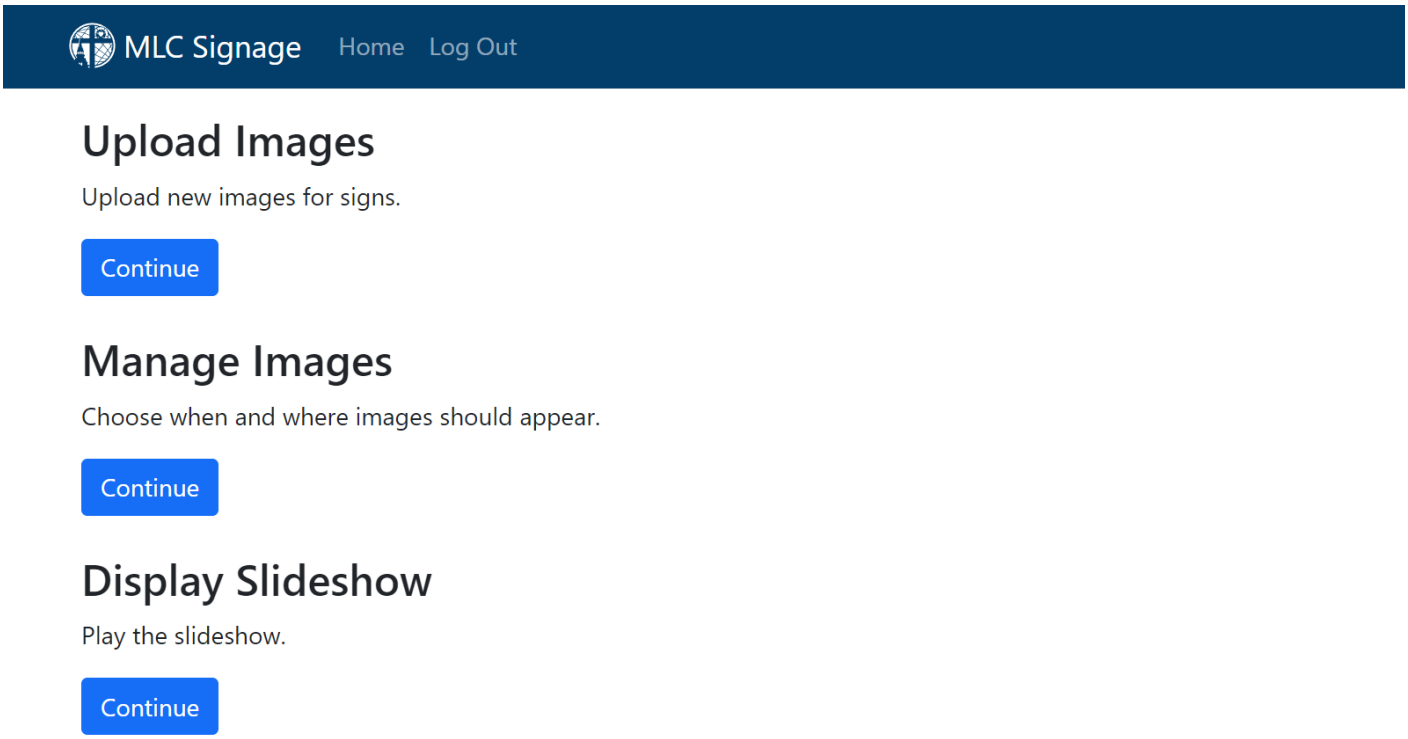
Signage System

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** .

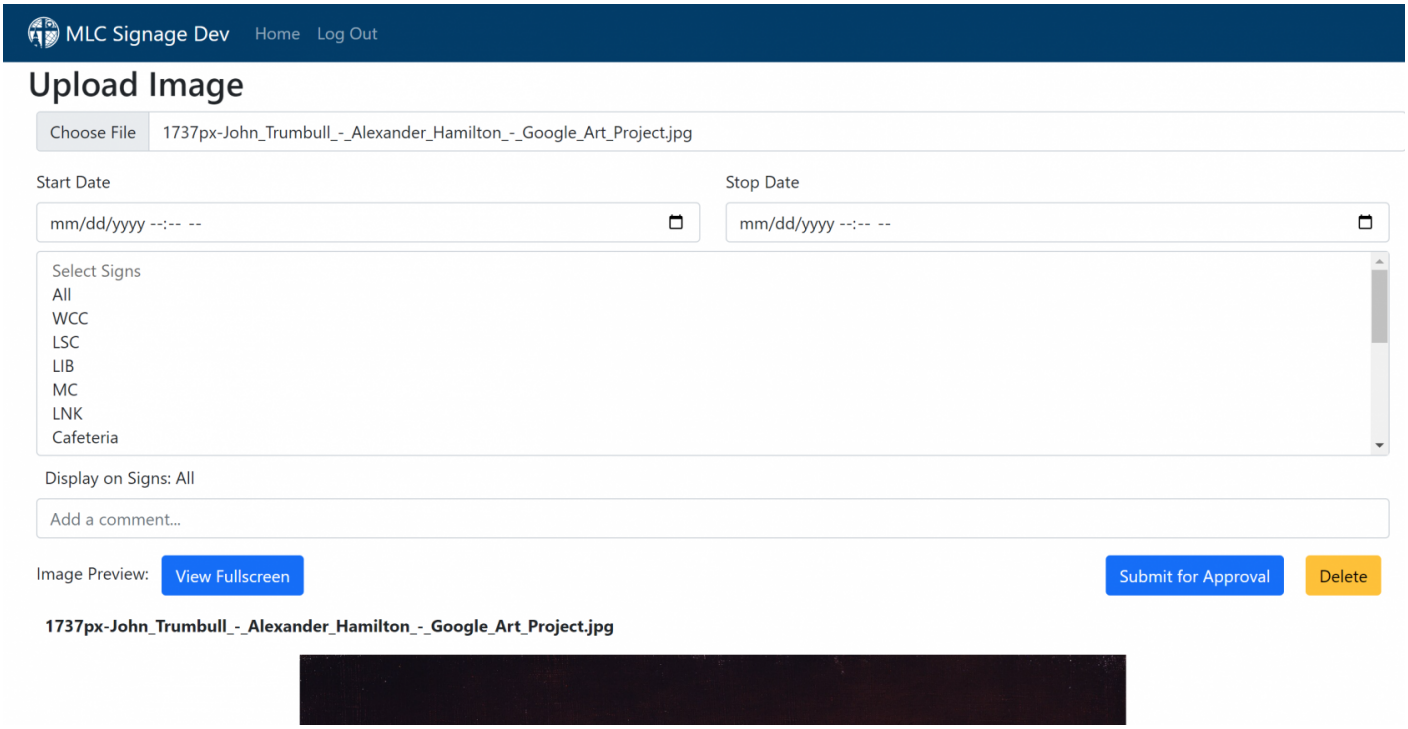


You'll be prompted to select an image to upload on the next page:



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.



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.

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