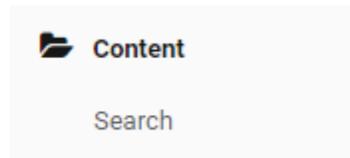


Creating a New Bio

1. Log into dotCMS: <http://www.uakron.edu/c>

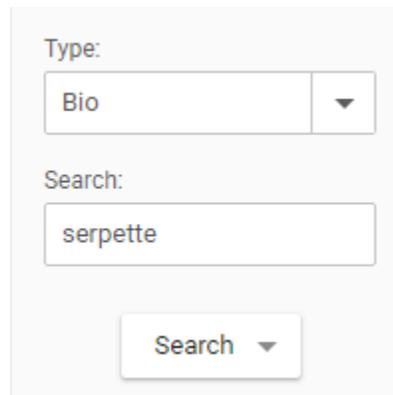
NOTE: If you have a photo and/or vitae for the new Bio, be sure to upload those to dotCMS *first* before creating the Bio

2. On the left side of the screen, click on Content and then Search



Note: It's helpful to review the Category/Staff Association of an existing Faculty or Staff member that has the same parameters as your new entry.

3. Set the Type to Bio, then enter the last name of the person that has the same settings as your new entry.
4. Click the Search button.

A screenshot of the dotCMS search form. The 'Type' dropdown menu is set to 'Bio'. The 'Search' input field contains the text 'serpette'. Below the input field is a 'Search' button with a dropdown arrow.

5. dotCMS will display a list of people that match that last name.
6. To begin reviewin/editing the bio, click on the individual's name

<input type="checkbox"/>	<u>Name</u>	<u>Title</u>	<u>UAnetid</u>	<u>Office/Department</u>	<u>Education</u>	<u>Phone</u>
<input type="checkbox"/>	Anthony Wade Serpette	Assistant Director, Web Services / Master of Space and Time	aws	Webteam - University Communications and Marketing	B.S.Human Resource Management The University of Akron, 1996	330-972-7758

Note: you'll need to use the Page Up and Page Down keys on your keyboard to navigate the Bio structure. Move down the page to the Staff Association section and ***note the Categories.***

Staff Association:

[Click here to select Categories](#)



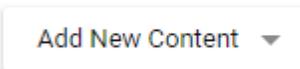
A rectangular button with a thin border. On the left side, there is a red 'X' icon. To the right of the icon, the text 'Webteam' is displayed in a dark grey font.

7. Click the Cancel button to return to the Bio search page.



A vertical menu with three items. The top item is 'Lock for Editing' in blue text. The middle item is 'Assign Workflow' in blue text. The bottom item is 'Cancel' in blue text, and it is highlighted with a thick blue border.

8. Click the Add New Content button to begin a new bio.



A rectangular button with a thin border. The text 'Add New Content' is displayed in a dark grey font, followed by a small downward-pointing arrow.

[then Add New Content again]

9. From here, you'll add content to the Bio in the same way as editing an existing Bio.

Note: All the fields a Red heading are required – you will not be able to save your new Bio if any of those are blank.

10. When you are done editing the Bio, click on Save and Publish to make those changes live.

11. You can check this by visiting the page in a Live mode and checking to see that your new Bio is showing along with the rest of the entries that match the Categories.