

For the latest version of this document, [click here](#)

Create a New Bio/Profile

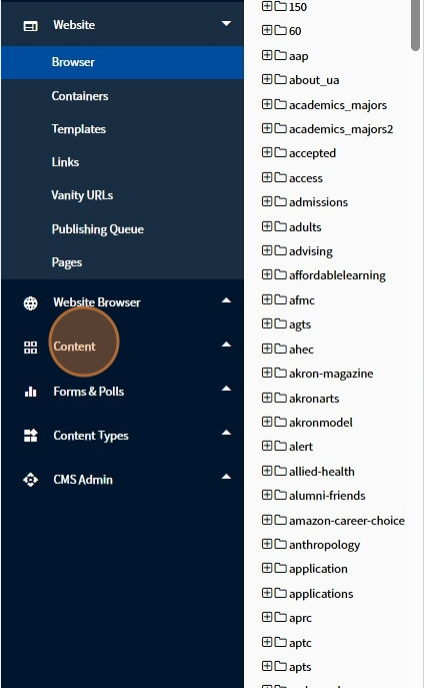
New fields have been added to the existing Bio item to make it ready to use as a Profile.

1 Navigate to <https://www.uakron.edu/c> Log in with your UA credentials.

The screenshot displays a web interface for managing tasks. On the left, a sidebar contains filters for 'Assigned To' (Anthony Serpette), 'Older than (days)', 'Scheme', 'Step', and 'Show' (Open Tasks, Resolved Tasks). The main area shows a table of tasks with columns for Title, Status, Language, Step, Assignee, and a link icon.

Title	Status	Language	Step	Assignee	Link
<input type="checkbox"/> Test - Intergalactic Diplomacy	● 🔒	🇺🇸 (en_US)	Unpublished	Anthony Serpette	a
<input type="checkbox"/> Associate General Counsel	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
<input type="checkbox"/> Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4
<input type="checkbox"/> Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
<input type="checkbox"/> Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/> Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Person one	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Testimonial photo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> This is a Testimonial	● ✓	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Why choose Akron?	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Check out what's next	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Differentiators widget (feature)	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> What makes us Special	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> What to do next	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/> This is a promo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3

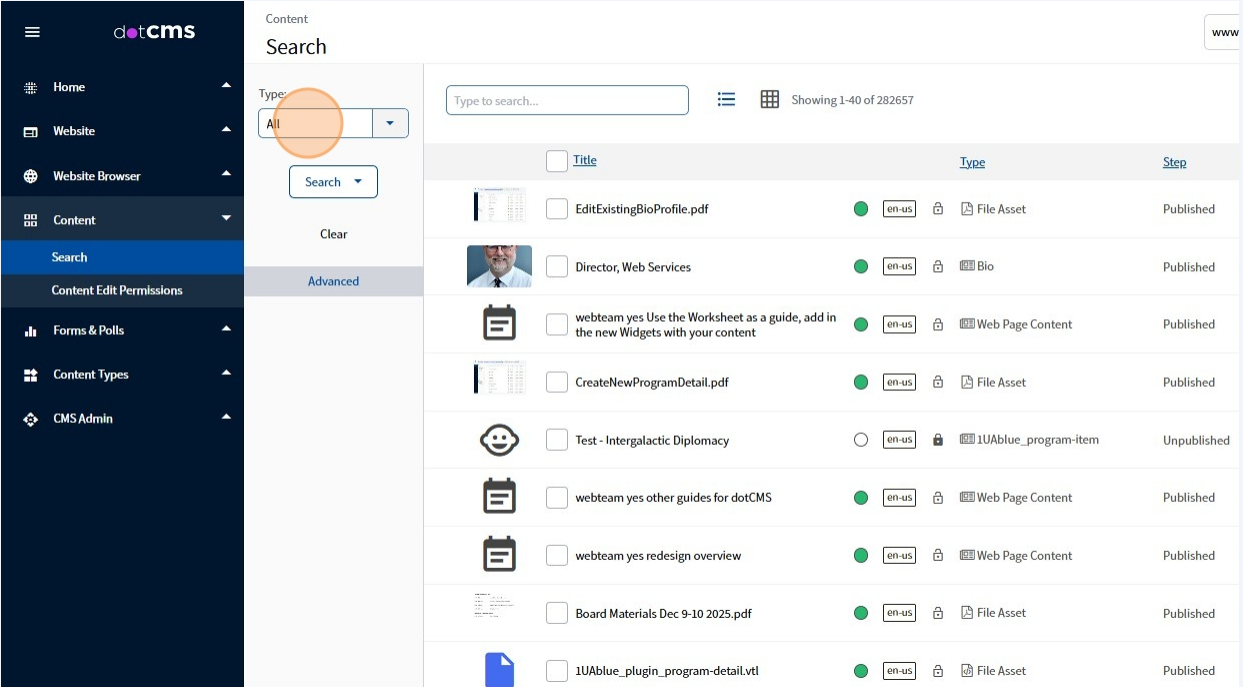
2 Click "Content", then "Search"



The screenshot shows the dotCMS Website Browser interface. On the left, a dark sidebar contains a menu with 'Content' highlighted. To the right, a list of content items is displayed with columns for Name, Menu, and Status.

Name	Menu	Status
index.dot		(en_US) YES Redesign Overview
important-archive		(en_US) Important Page
important		(en_US) "New" Important page
docs		
general-page-with-left-nav		(en_US) General Page with Left Nav
general-page-full-width		(en_US) General Page - Full Width
landing-page		(en_US) Landing Page
images		

3 Click in the Type field and enter "Bio" - or use the drop down.



The screenshot shows the dotCMS Content Search interface. The 'Type' field is highlighted with an orange circle, and the dropdown menu is open, showing 'All' selected. The search results table displays various content items with their titles, types, and statuses.

Title	Type	Status
EditExistingBioProfile.pdf	File Asset	Published
Director, Web Services	Bio	Published
webteam yes Use the Worksheet as a guide, add in the new Widgets with your content	Web Page Content	Published
CreateNewProgramDetail.pdf	File Asset	Published
Test - Intergalactic Diplomacy	1UAbblue_program-item	Unpublished
webteam yes other guides for dotCMS	Web Page Content	Published
webteam yes redesign overview	Web Page Content	Published
Board Materials Dec 9-10 2025.pdf	File Asset	Published
1UAbblue_plugin_program-detail.vtl	File Asset	Published

4 Select Bio

Content Search

Type: Showing 1-40 of 28267

☐ Title ☐ Type ☐ Step

<input type="checkbox"/>	Title	Type	Step
<input type="checkbox"/>	EditExistingBioProfile.pdf	File Asset	Published
<input type="checkbox"/>	Director, Web Services	Bio	Published
<input type="checkbox"/>	webteam yes Use the Worksheet as a guide, add in the new Widgets with your content	Web Page Content	Published
<input type="checkbox"/>	CreateNewProgramDetail.pdf	File Asset	Published
<input type="checkbox"/>	Test - Intergalactic Diplomacy	1UAbblue_program-item	Unpublished
<input type="checkbox"/>	webteam yes other guides for dotCMS	Web Page Content	Published
<input type="checkbox"/>	webteam yes redesign overview	Web Page Content	Published
<input type="checkbox"/>	Board Materials Dec 9-10 2025.pdf	File Asset	Published
<input type="checkbox"/>	1UAbblue_plugin_program-detail.vtl	File Asset	Published

5 You'll see existing and recently updated Bio/Profiles. Click the blue circle with the plus sign, then click Add New Content.

Content Search

Type: Showing 1-40 of 2782

☐ Display Name ☐ UAnetId Only (not the full email address) ☐ Title ☐ Email ☐ Website ☐ Phone

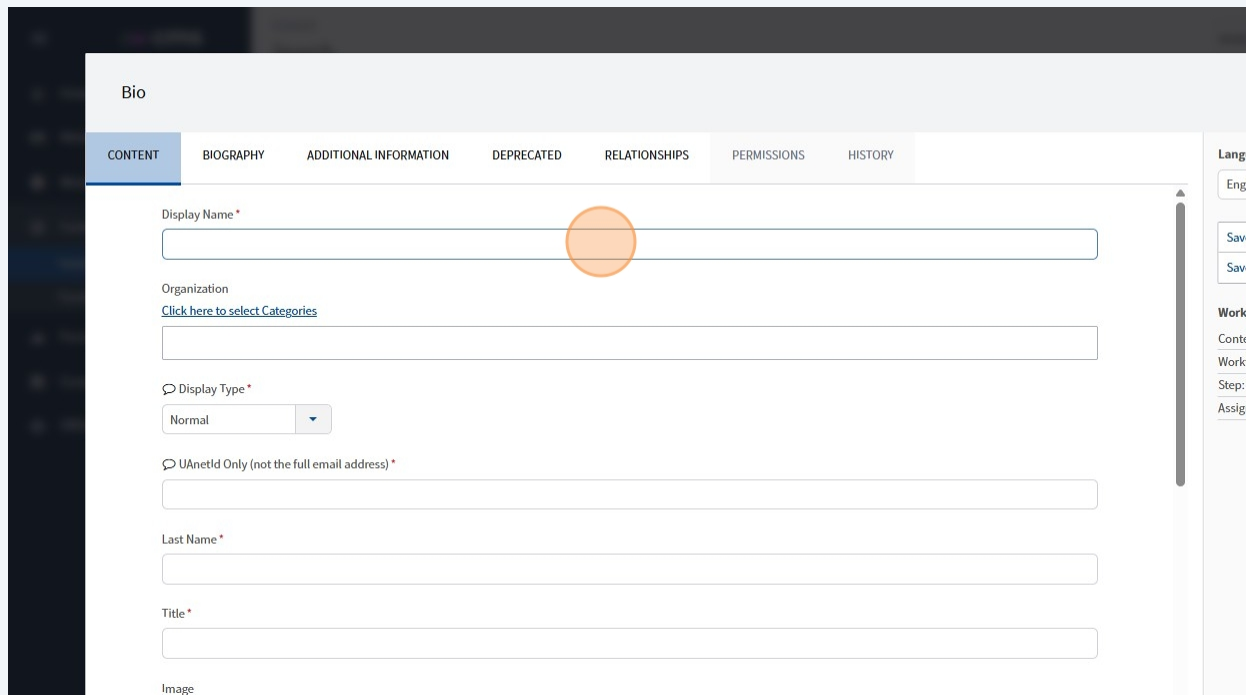
<input type="checkbox"/>	Display Name	UAnetId Only (not the full email address)	Title	Email	Website	Phone
<input type="checkbox"/>	Anthony Wade Serpette	aws	Director, Web Services	aws@uakron.edu	http://thunderofwade.com/	330-972-7758
<input type="checkbox"/>	Julia Meyers	jmm468	Director of Academic Success	jmm468@uakron.edu		330-972-4646
<input type="checkbox"/>	Ross Miltner	rmiltner	Associate General Counsel	rmiltner@uakron.edu		330-972-4960
<input type="checkbox"/>	Richard T Newsome	rnewsome	Back End Web Developer	rnewsome@uakron.edu	http://www.newsomemegraphix.com	330-972-8268
<input type="checkbox"/>	Megan Dougherty	mdougherty	Gift and Estate Planning Process Coordinator	mdougherty@uakron.edu		330-972-4644
<input type="checkbox"/>	Stephanie R LaGuardia	stepha1	Director of Development	stepha1@uakron.edu		330-972-7867
<input type="checkbox"/>	Waseem Al Matar		Assistant			

Available Workflow Actions

- Add New Content
- Import Content
- Export

6

Begin to fill in the fields across the tabs. You'll need to complete all the required fields - marked with * - before you can save.



Bio

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Lang Eng

Sav Sav

Work Contu Work Step: Assig

Display Name *

Organization

[Click here to select Categories](#)

Display Type *

Normal

UAnetId Only (not the full email address) *

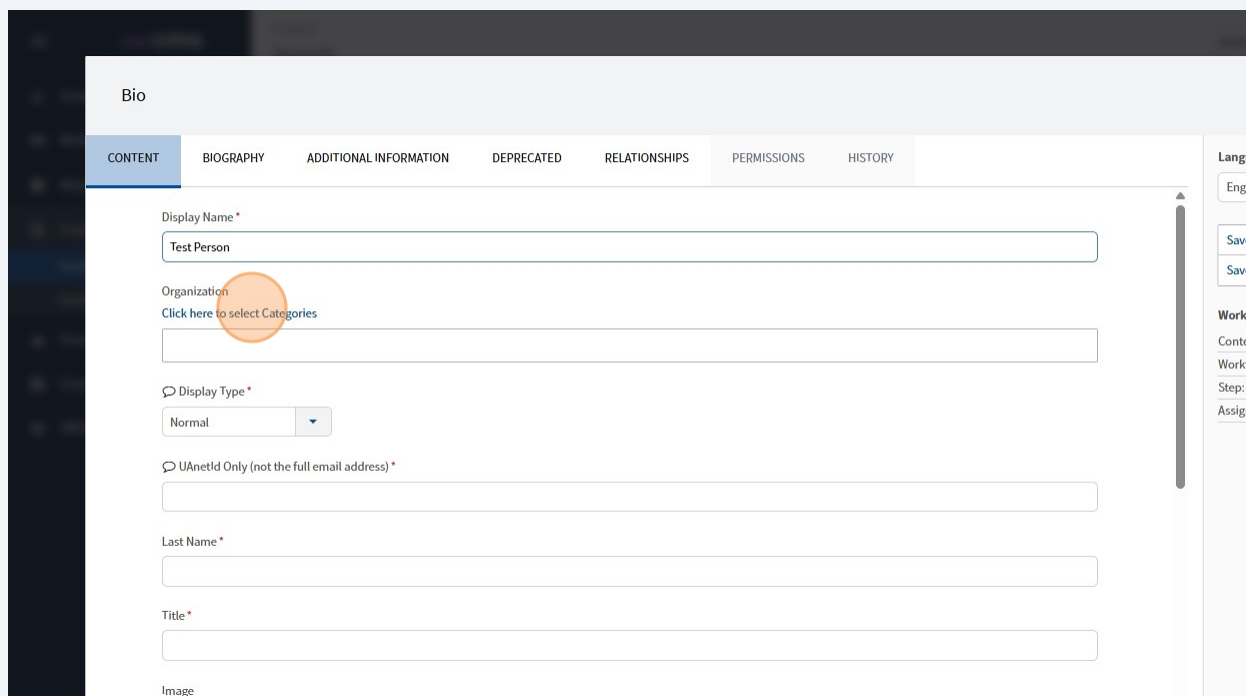
Last Name *

Title *

Image

7

To add in the Organization (based on Workday departments), click on "Click here to select Categories"



Bio

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Lang Eng

Sav Sav

Work Contu Work Step: Assig

Display Name *

Test Person

Organization

[Click here to select Categories](#)

Display Type *

Normal

UAnetId Only (not the full email address) *

Last Name *

Title *

Image

8 Use the search box to locate your Organization.

The screenshot shows the 'Bio' profile page with the 'CONTENT' tab selected. The 'Organization' field is empty, and the 'Display Type' is set to 'Normal'. The 'Categories' modal is open, showing a search box with the text 'Type Filter Here' highlighted by an orange circle. The modal also contains a table of categories and a 'Delete All' button.

Name	Key	Variable
Acad Achievement Programs	AcadAchievementPro grams	acadachievementpro grams
Academic Achievement Education Talent Search	AcademicAchieveme ntEducationTalentSe arch	academicachiever teducationtalentse arch
Academic Achievement Programs	AcademicAchieveme ntPrograms	academicachiever tprograms
Academic Achievement Programs, STEP Program	AcademicAchieveme ntProgramsSTEPProg ram	academicachiever tprogramsstepprogr am
Academic Achievement Upward Bound	AcademicAchieveme ntUpwardBound	academicachiever tupwardbound
Academic Achievement Upward Bound Math & Science	AcademicAchieveme ntUpwardBoundMath Science	academicachiever tupwardboundmaths cience

9 Once located, click the Organization to add it to the list. You can add multiple Organizations to an individual Bio/Profile.

The screenshot shows the 'Bio' profile page with the 'CONTENT' tab selected. The 'Organization' field is empty, and the 'Display Type' is set to 'Normal'. The 'Categories' modal is open, showing a search box with the text 'web' entered. The modal also contains a table of categories and a 'Delete All' button. The 'Web Services' organization is highlighted in the search results.

Name	Key	Variable
Web Services	WebServices	webservices

1 - 1 of 1 item 10 | All 1

10

When finished, click "Cancel" (the "x" in the upper right corner) to return to the Bio/Profile.

ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Language
English (US)

Save
Save / Publish

Workflow
Content Type: Bio
Workflow: System Workflow
Step: Published
Assignee: Nobody

Categories

Top Level
web Search Clear

Delete All

Name	Key	Variable
Web Services	WebServices	webservicess

Added
Web Services

1 - 1 of 1 item 10 | All 1

11

Continue adding in fields - including the UAnet ID.

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Lang
Eng

Sav
Sav

Work
Cont
Work
Step
Assig

Display Name *
Test Person

Organization
[Click here to select Categories](#)
Web Services

Display Type *
Normal

UAnetId Only (not the full email address) *

Last Name *

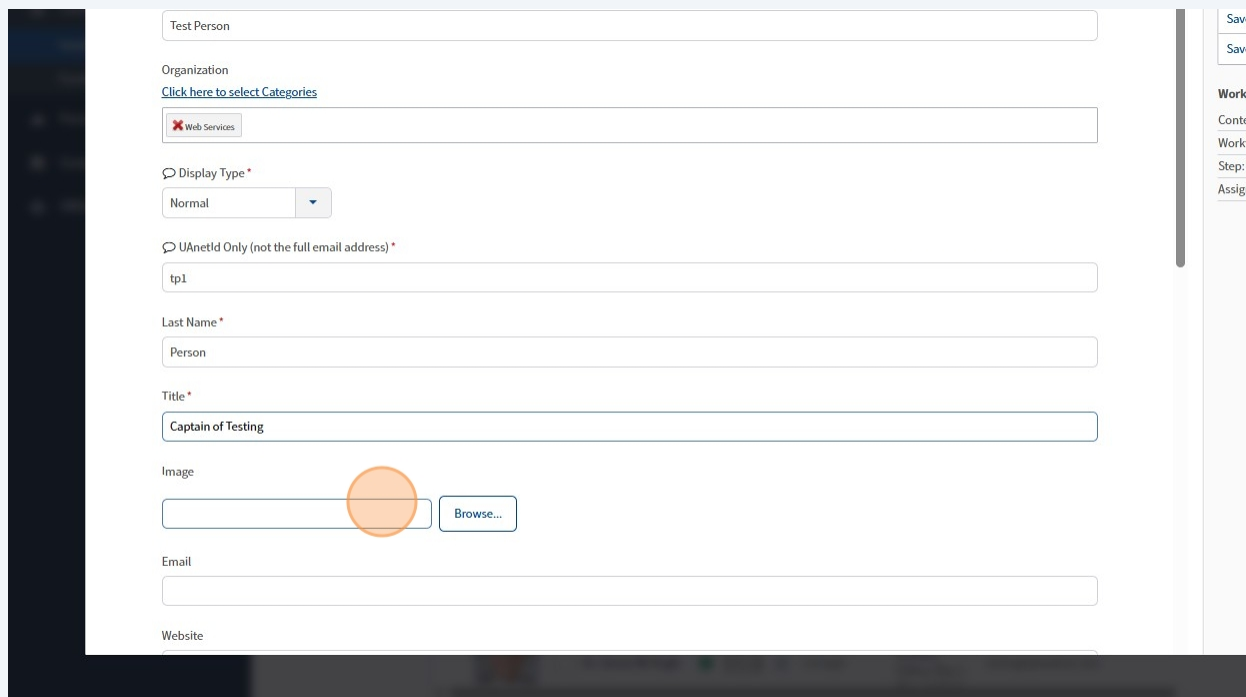
Title *

Image
Browse...

Email

12

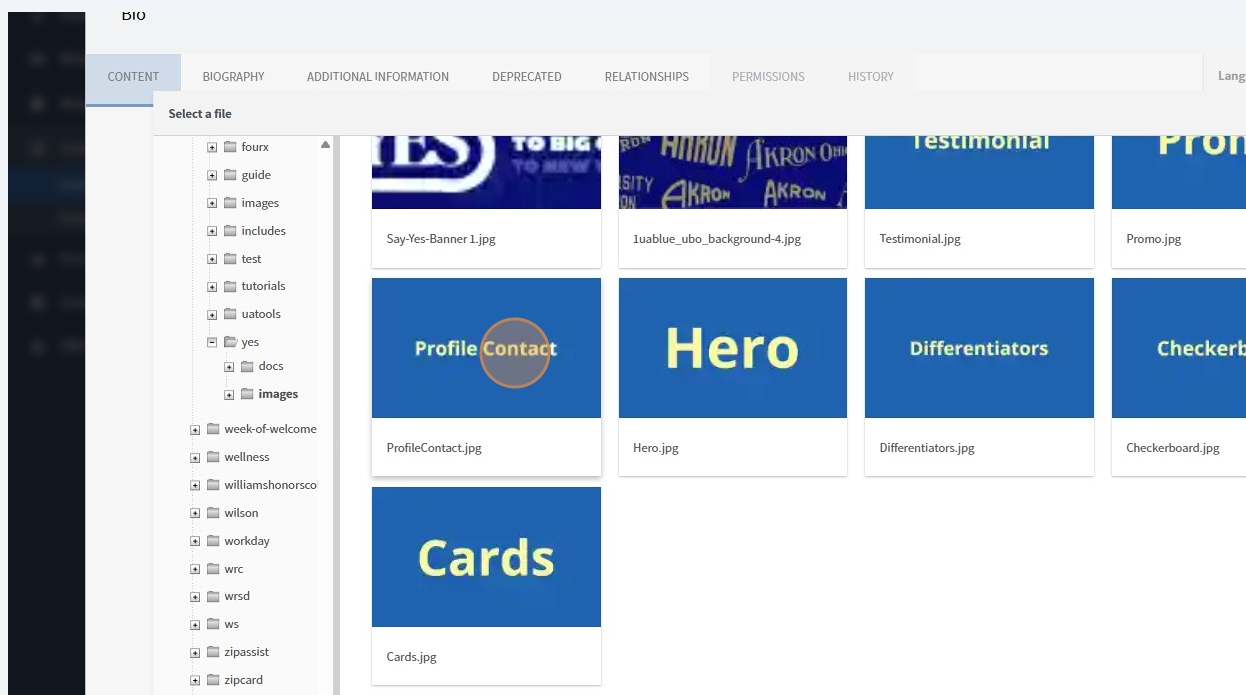
To add a photo to the Bio/Profile, click the Browse button and navigate to the folder where the image has been uploaded.



The screenshot shows a user profile form for 'Test Person'. The form includes fields for Organization (with a link to select categories), Web Services, Display Type (set to Normal), UAnetId Only (tp1), Last Name (Person), Title (Captain of Testing), Image, Email, and Website. The 'Image' field has a text input and a 'Browse...' button, which is highlighted with an orange circle. On the right side, there is a sidebar with buttons for 'Save', 'Work', 'Cont', 'Work', 'Step:', and 'Assig'.

13

Click the folder where the image is located to see the contents, then click the image to select it.



14 Continue with Email, Phone number, Office location, etc.

The screenshot shows a web form titled "Profile Contact" with a blue header. Below the header, there is a file upload section for "profileContact.jpg" with buttons for "Browse...", "Info", and "Remove". The form contains several text input fields: "Email", "Website", "Phone", "Fax", and "Office/Department". An orange circle highlights the "Email" field. On the right side, there is a vertical sidebar with a language dropdown set to "Eng", two "Save" buttons, and a "Work" section with a progress indicator showing "Cont", "Work", "Step:", and "Assig".

15 Click this text field.

The screenshot shows a web form with a large text area at the top containing the text "7 AM to 4 PM, M-F". Below this text area, there is a "CV Upload" section with a file input field and a "Browse..." button. At the bottom, there is an "Office Location" text input field, which is highlighted with an orange circle. On the right side, there is a vertical sidebar with two "Save" buttons, a "Work" section with a progress indicator showing "Cont", "Work", "Step:", and "Assig", and a language dropdown.

16

Click through the tabs to add additional information. On the "Biography" tab is a section for Staff Association. Refer to an existing Bio in the same department to determine the categories to select.

Bio

CONTENT **BIOGRAPHY** ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Display Name *

Test Person

Organization

[Click here to select Categories](#)

Web Services

Display Type *

Normal

UAnetId Only (not the full email address) *

tp1

Last Name *

Person

Title *

Captain of Testing

Image

Lang Eng

Sav Sav

Work Contr Work Step: Assig

17

Click the Bio category to add it to the list. Add multiple categories as needed.

CONTENT **BIOGRAPHY** ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Staff Association

[Click here to select Categories](#)

Internal Or External

Internal

Areas of Expertise

Biography

Categories

Top Level > IT

Type Filter Here Search Clear

Delete All

Name	Key	Variable	Added
Webteam	cbc79729-ef81-4cf5-94f8-d2a047b1f544	webteam	

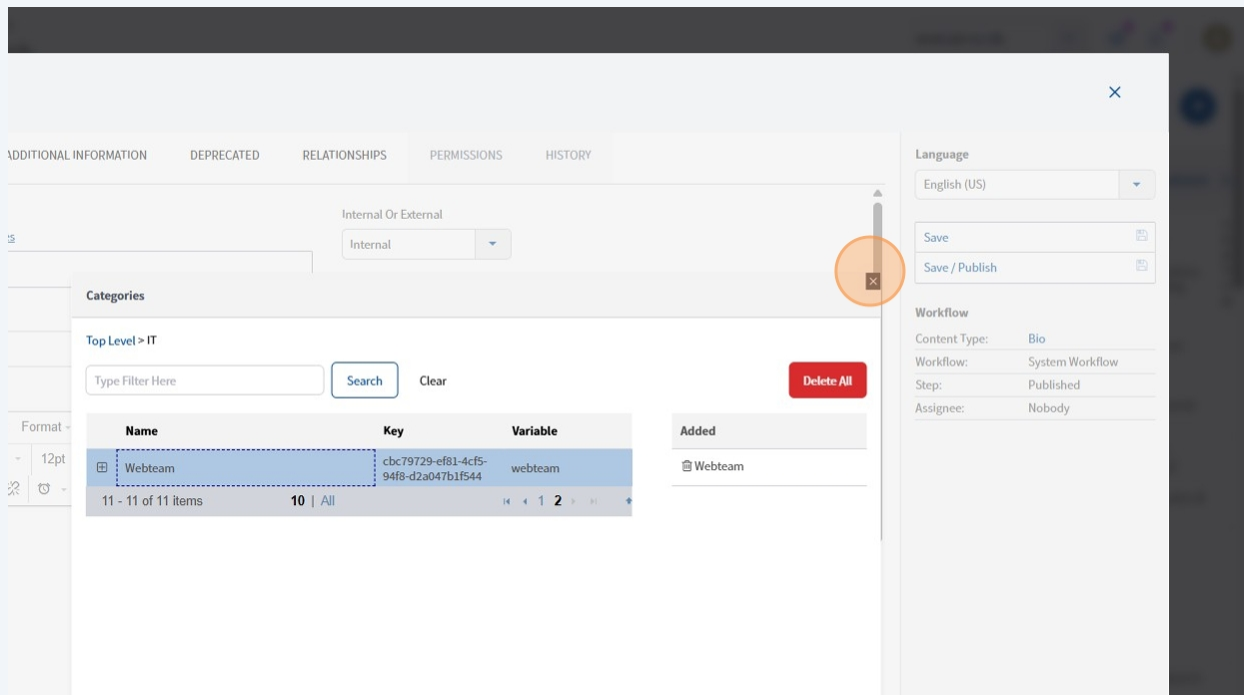
11 - 11 of 11 items 10 | All

Lang Eng

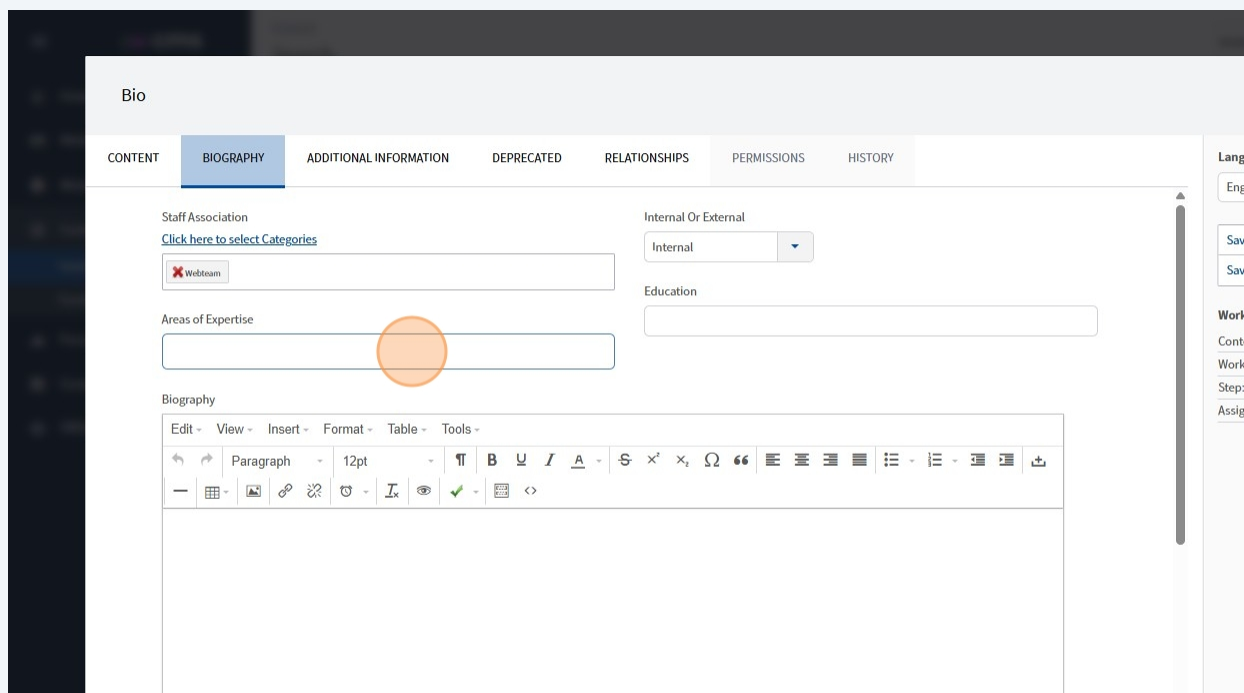
Sav Sav

Work Contr Work Step: Assig

- 18 When finished, click "Cancel" (the "x" in the upper right hand corner).



- 19 Area of expertise uses a "type-ahead" function to select areas.



20 Type in the box and select the area(s).

The screenshot shows a web form with a search bar labeled "Areas of Expertise" containing the text "web". Below the search bar is a list of suggestions, including "web", which is highlighted with an orange circle. The form also includes a "Click here to select Categories" link, a "Webteam" button, and a "Language Variables" button. A sidebar on the right contains links for "Sav", "Work", "Cont", "Work", "Step:", and "Assig".

Click here to select Categories

Webteam

Internal

Education

Areas of Expertise

web

- accounting web
- akron covid-19 match website
- chief james p. weber
- cobweb glue
- dgrweb
- donna webb
- giant spiders webs
- http://scholarships.fastweb.com/e-russian-students
- information technology computer web labs service
- maggie weber
- master's in accounting degrees website dr. thomas calderon
- mergent webreports
- orb spider web glue
- ray weber
- spider web research
- spider webs
- university of akron sophomores maggie weber and hailey vieltorf
- web
- web cpa
- web design

0 WORDS POWERED BY TINY

Language Variables

Sav

Sav

Work

Cont

Work

Step:

Assig

21 Some fields are being phased out for the Profile, but still may be relevant for Bios. Click the "Deprecated" tab to see these fields and add information as needed.

The screenshot shows a "Bio" form with a tabbed interface. The "Deprecated" tab is selected and highlighted with an orange circle. The form contains several input fields for personal information, including "Display Name", "Organization", "Display Type", "UANetId Only", "Last Name", and "Title". A sidebar on the right contains links for "Lang", "Eng", "Loc", "Work", "Cont", "Work", "Step:", and "Assig".

Bio

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Display Name *

Test Person

Organization

Click here to select Categories

Web Services

Display Type *

Normal

UANetId Only (not the full email address) *

tp1

Last Name *

Person

Title *

Captain of Testing

Image

Lang

Eng

Loc

Work

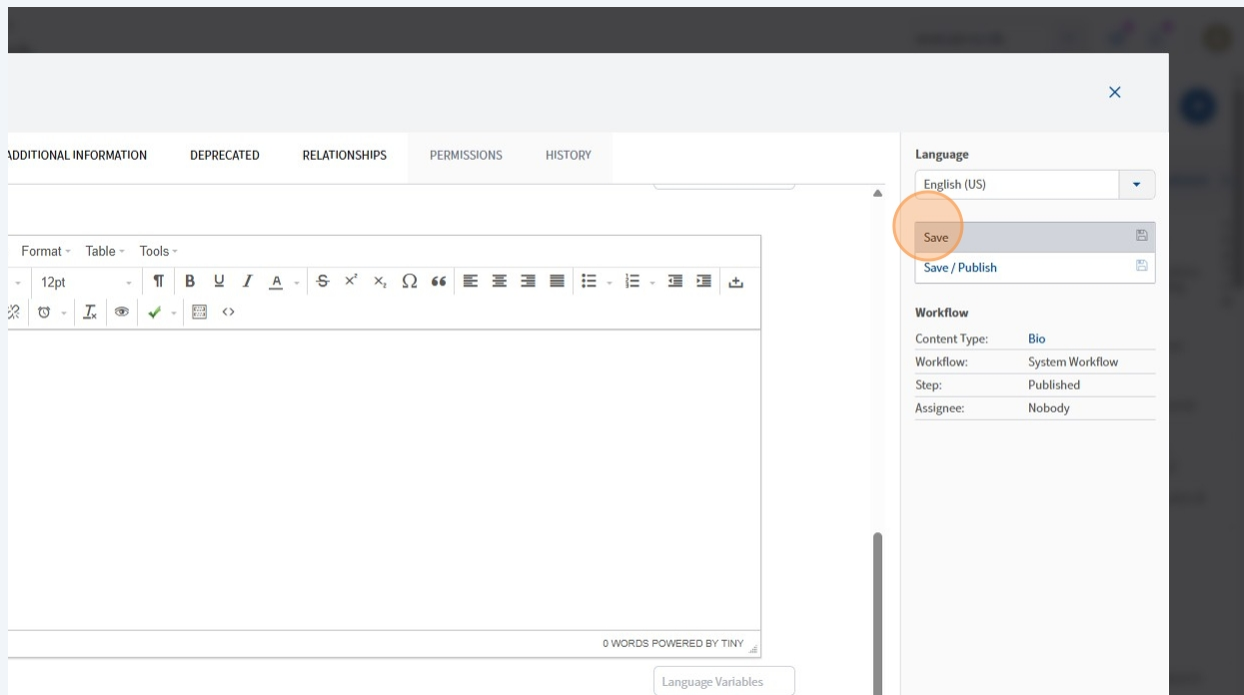
Cont

Work

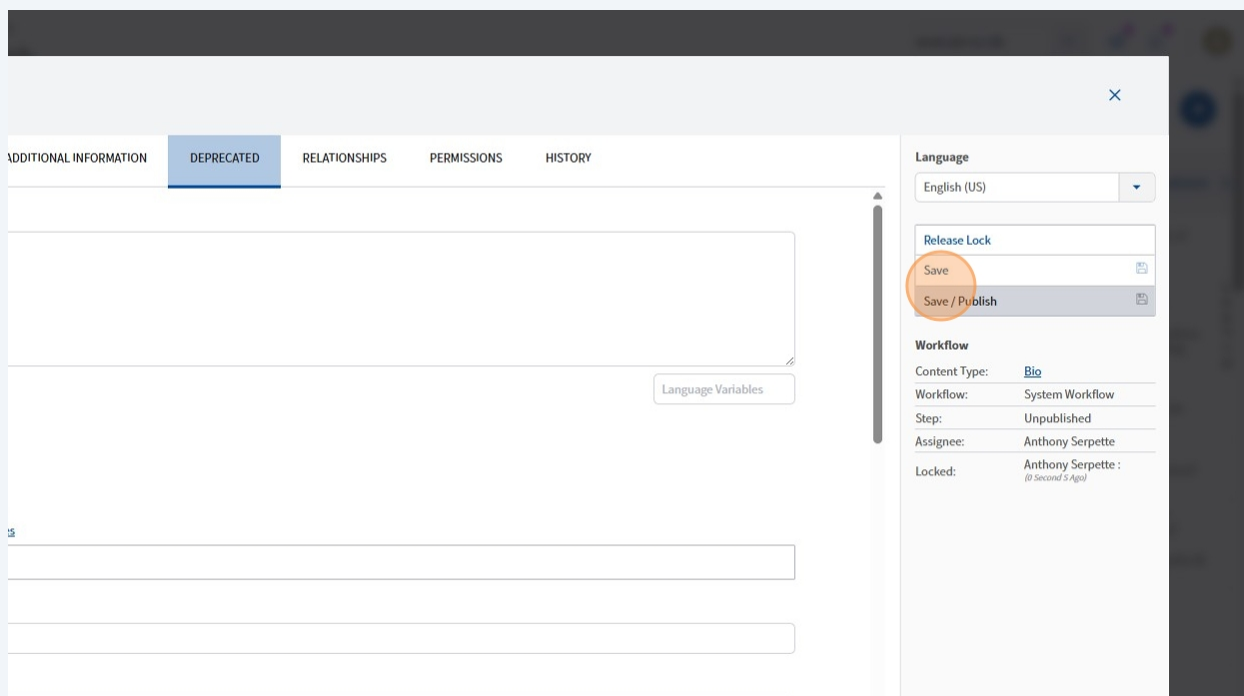
Step:

Assig

22 When you are done editing the Bio/Profile, click "Save".



23 or "Save/Publish".



24 Click the "x" in the upper right corner to close the Bio/Profile and return to the list.

