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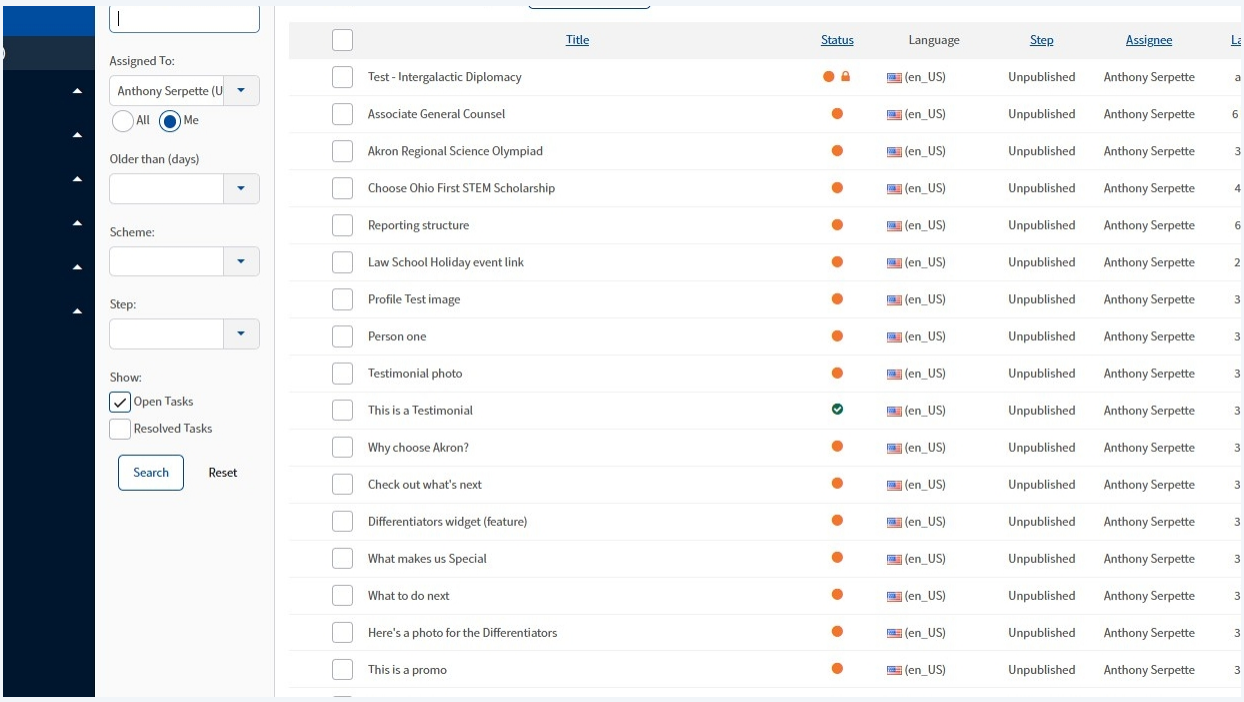
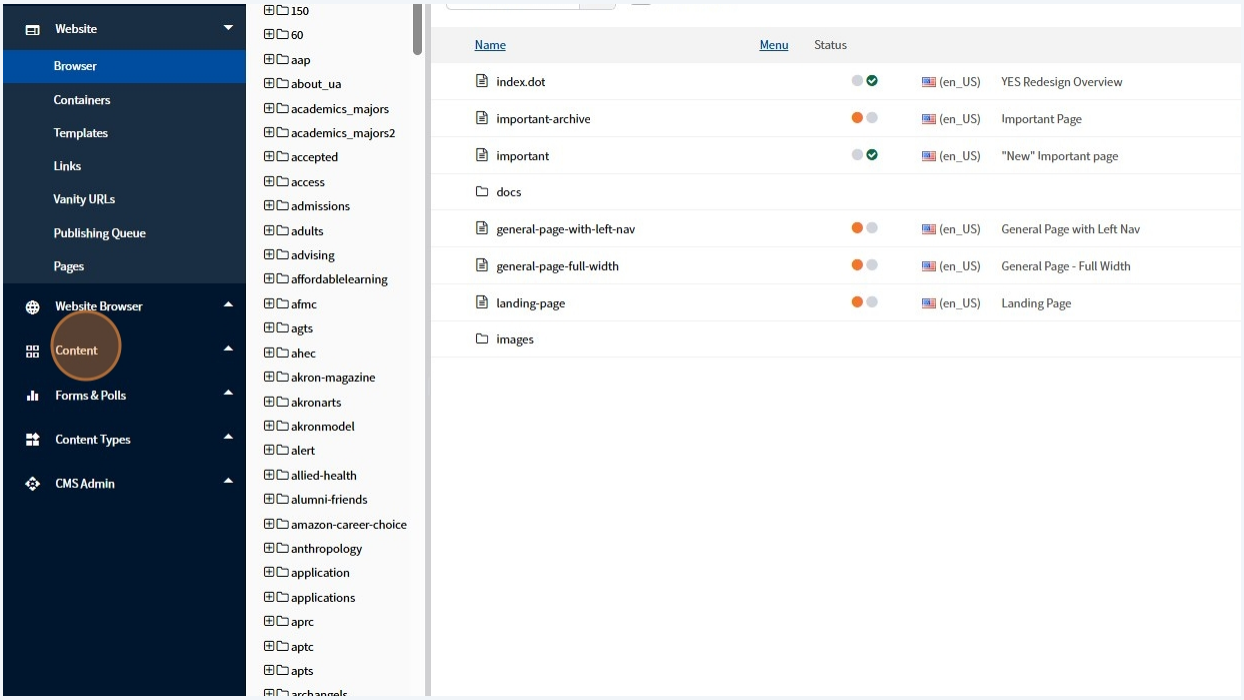
# Create a New Bio/Profile

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

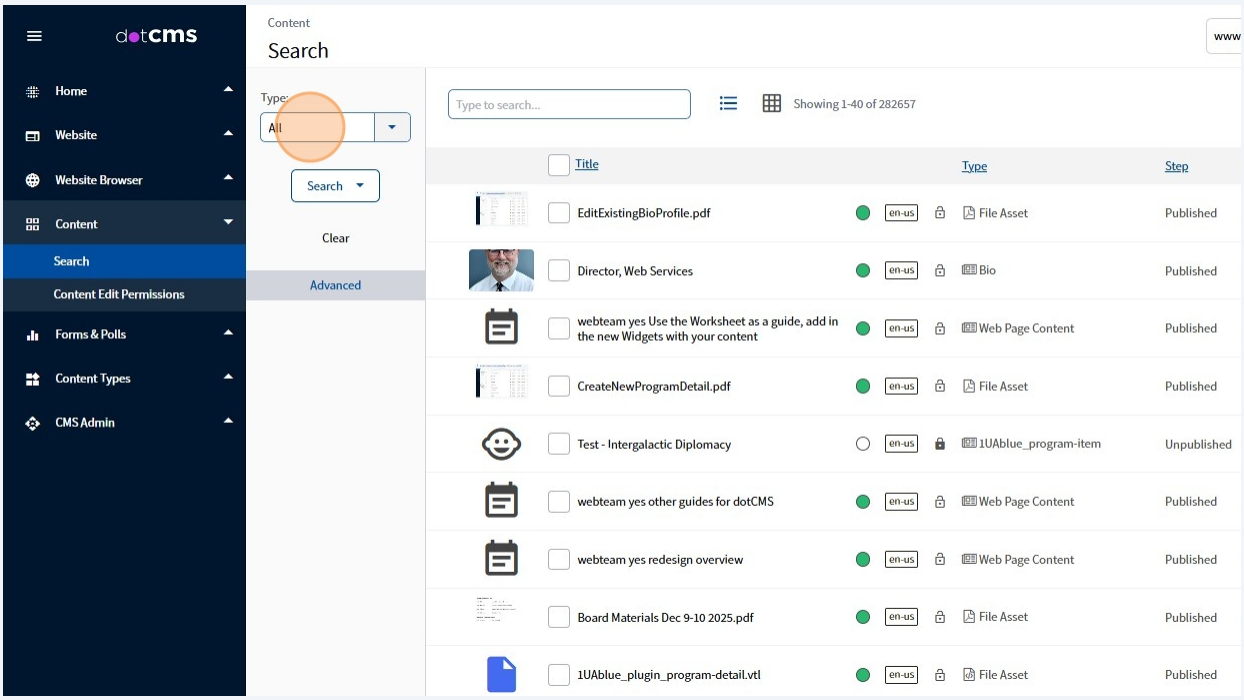
**1** Navigate to https://www.uakron.edu/c Log in with your UA credentials.



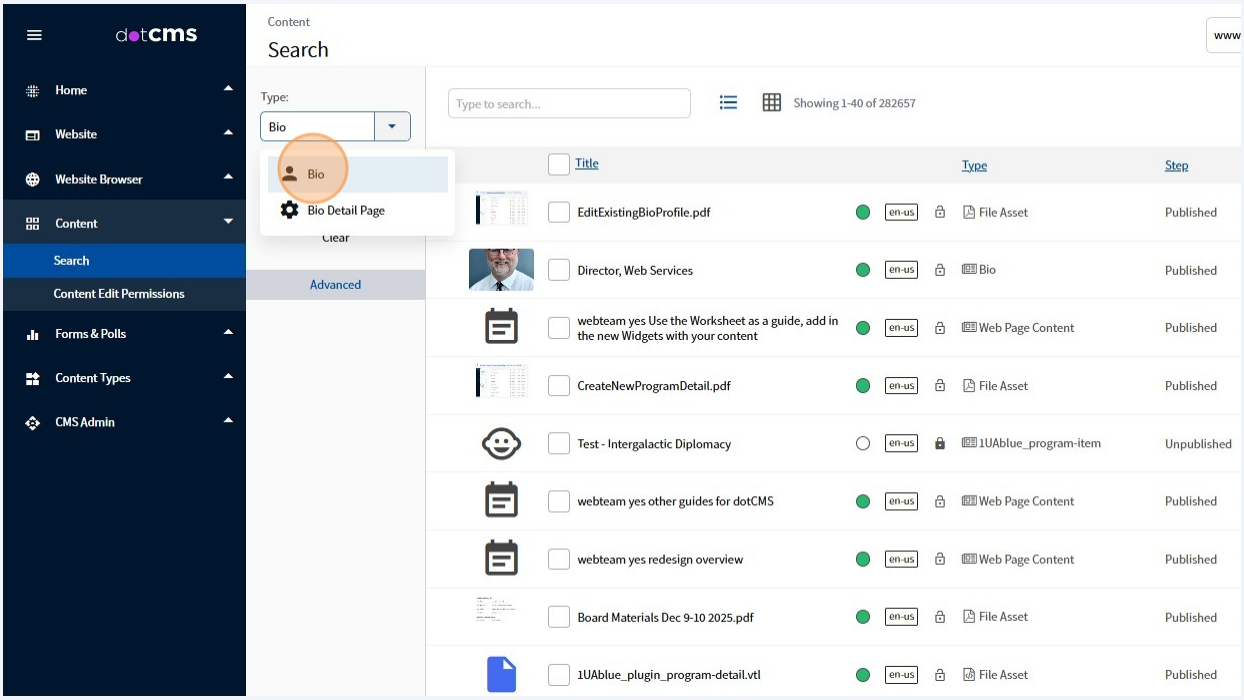
## 2 Click "Content", then "Search"



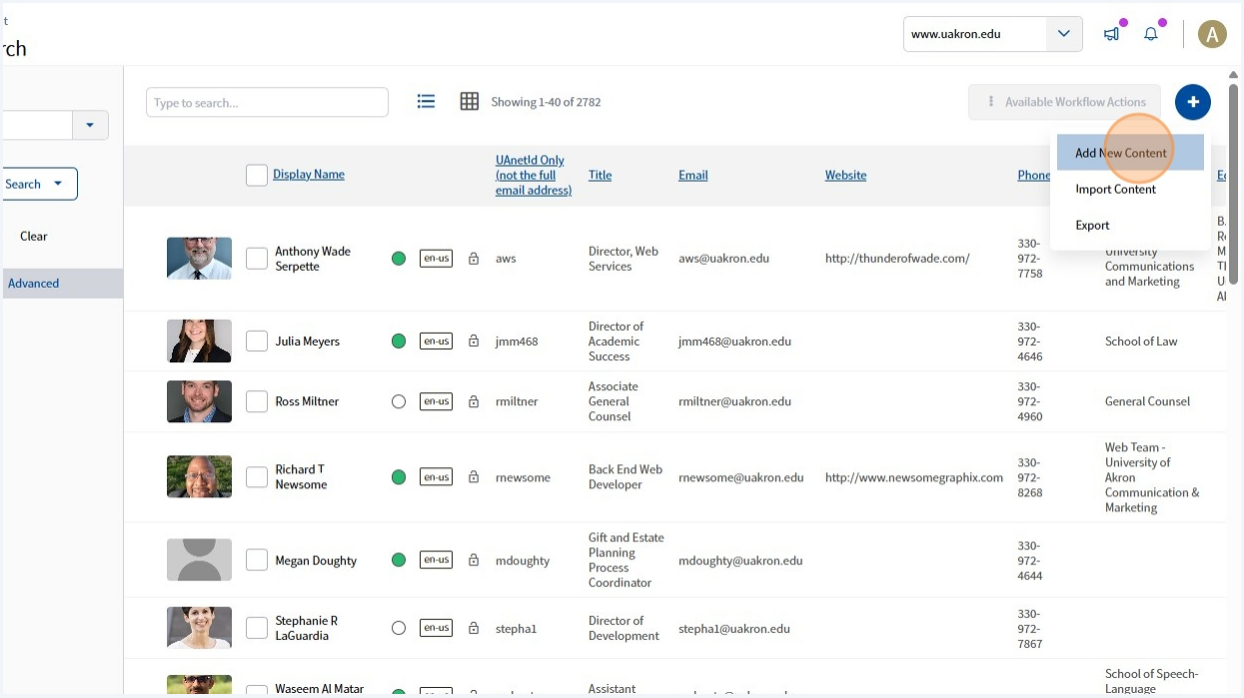

## 3 Click in the Type field and enter "Bio" - or use the drop down.



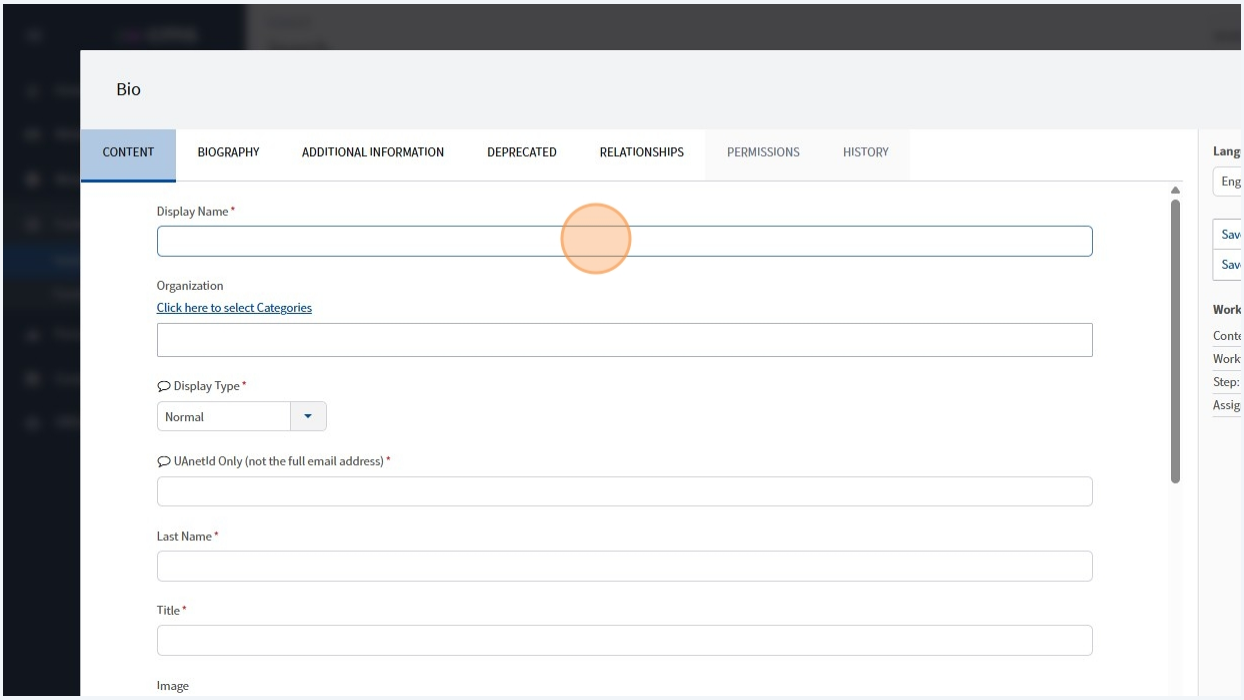
## 4 Select Bio



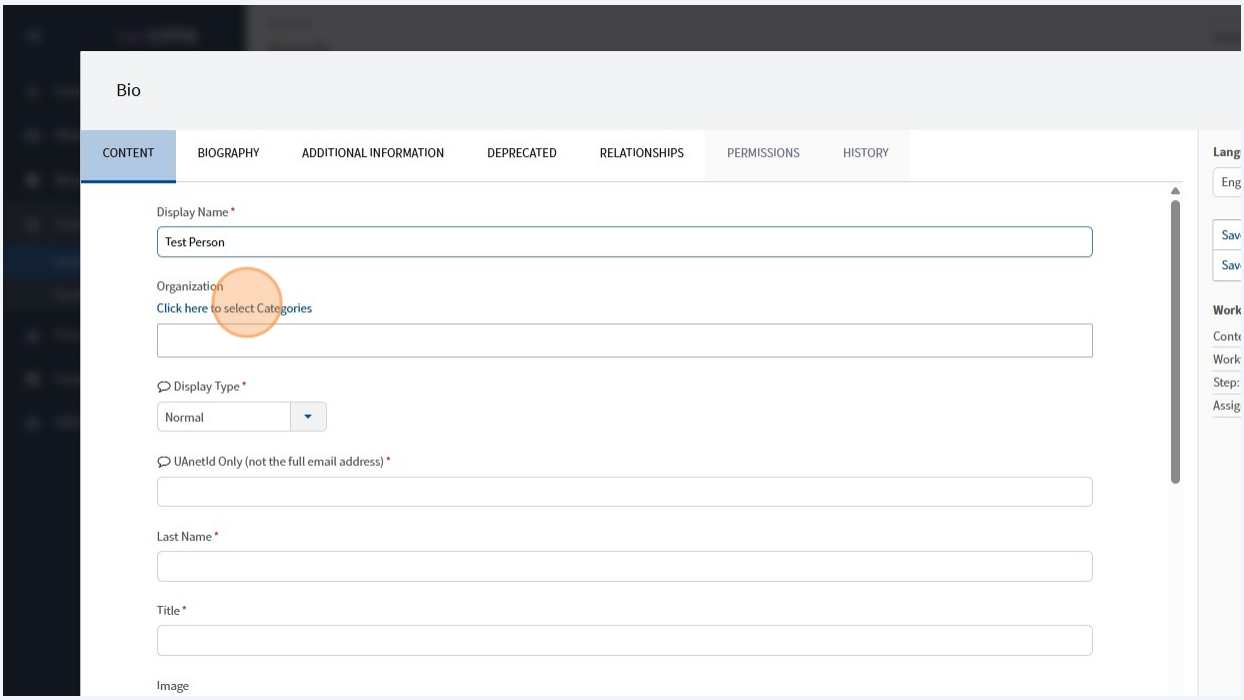

## 5 You'll see existing and recently updated Bio/Profiles. Click the blue circle with teh plus sign, then click Add New Content.



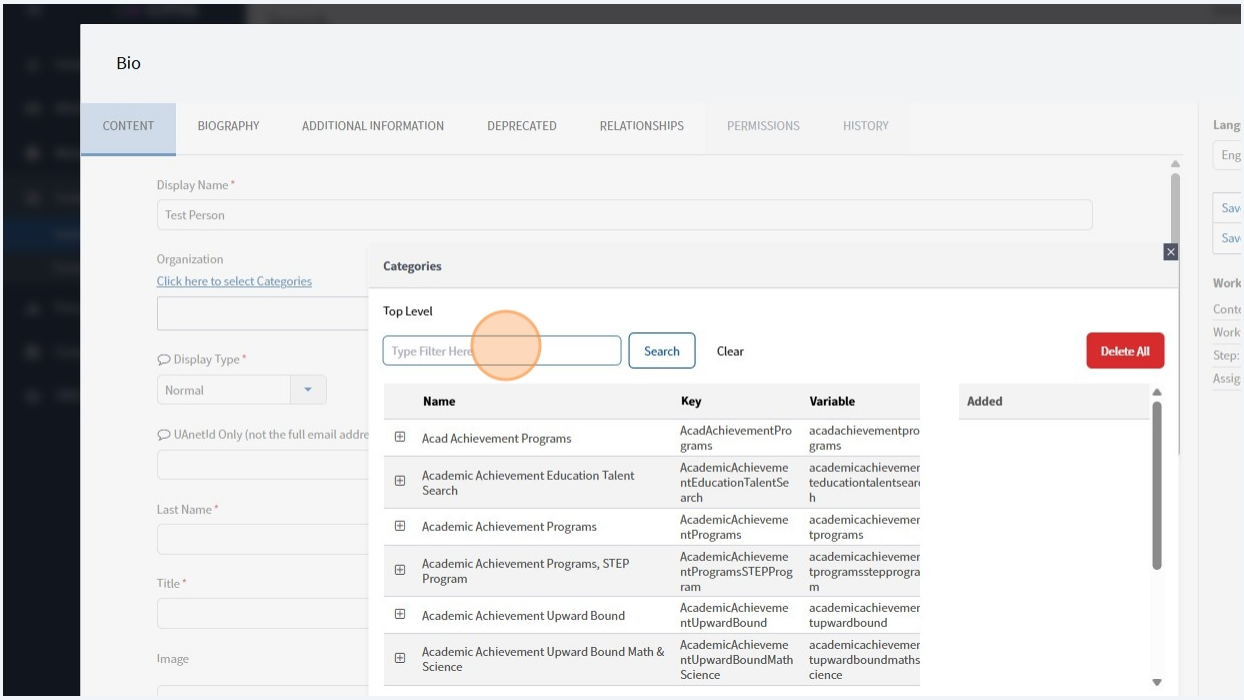
## 6 Begin to fill in the fields across the tabs. You'll need to complete all the required fields - marked with * - before you can save.



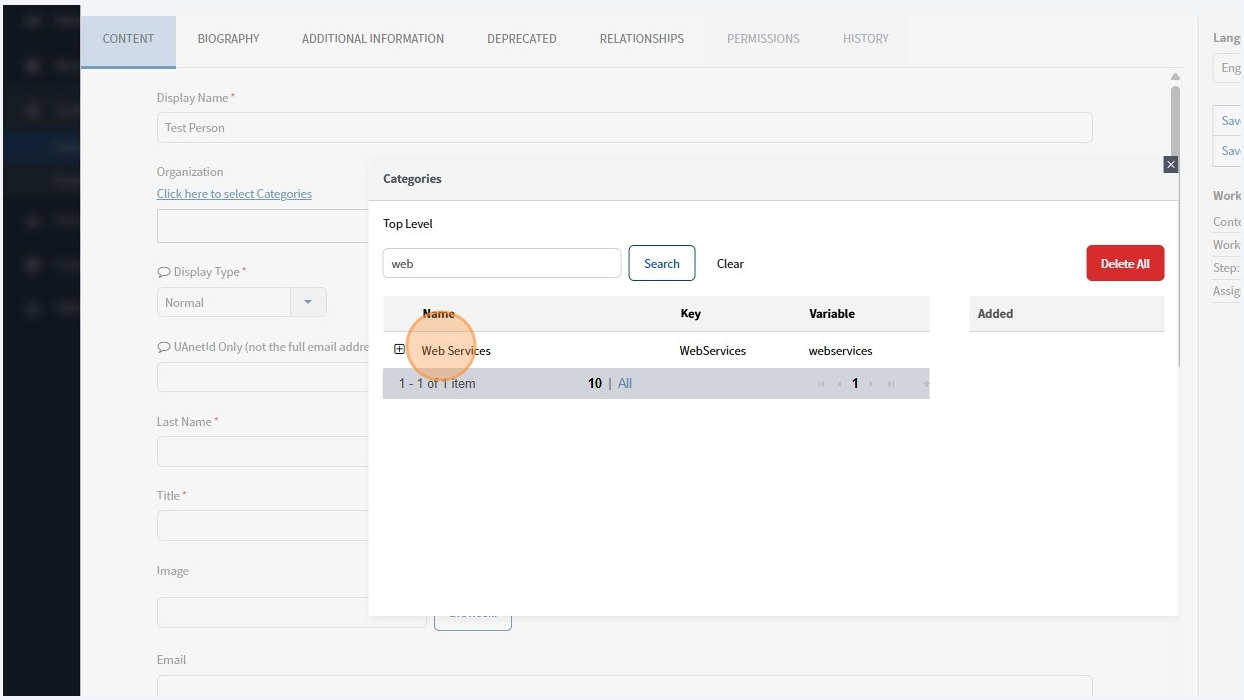

## 7 To add in the Organization (based on Workday departments), click on "Click here to select Categories"



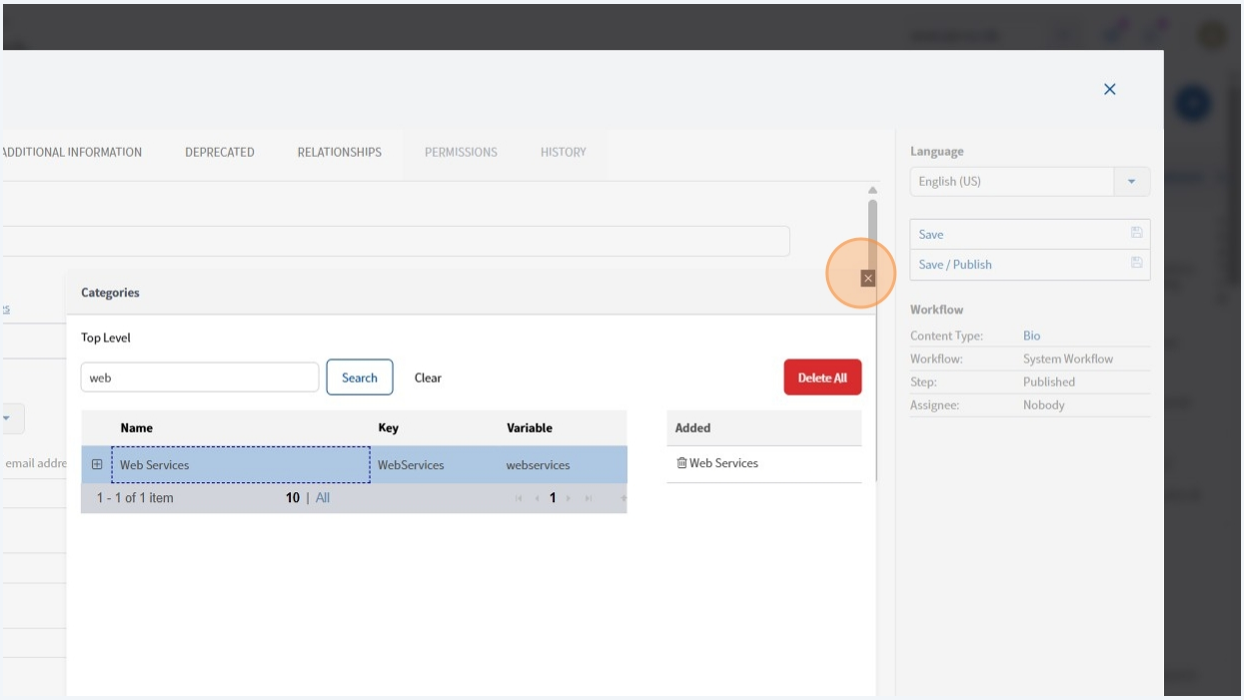
## 8 Use the search box to locate your Organization.



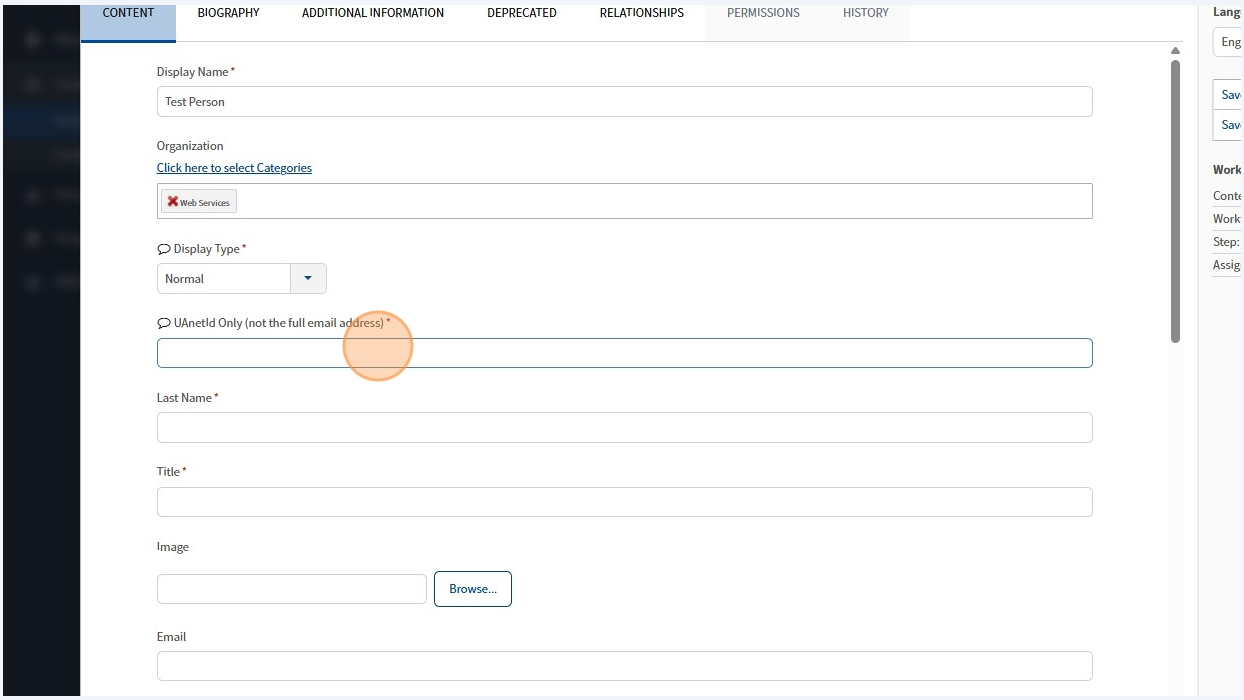

## 9 Once located, click the Organization to add it to the list. You can add multiple Organizations to an individual Bio/Profile.



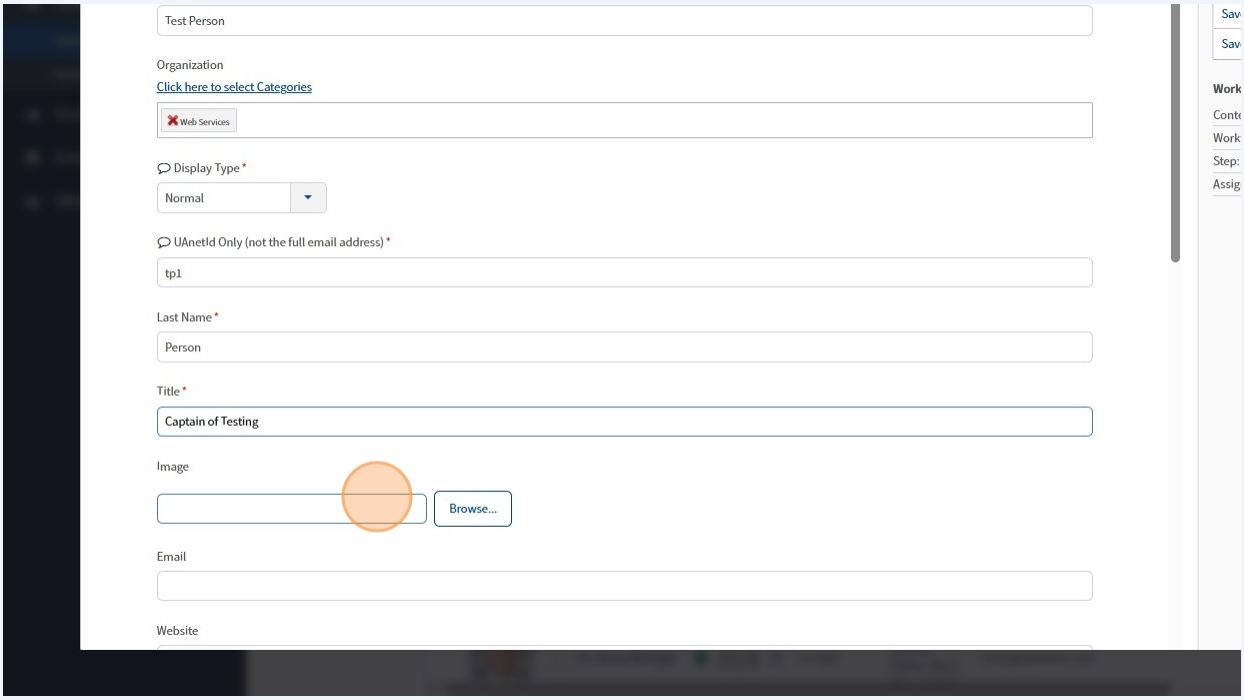
## 10 When finished, click "Cancel" (the "x" in the upper right corner) to return to the Bio/Profile.



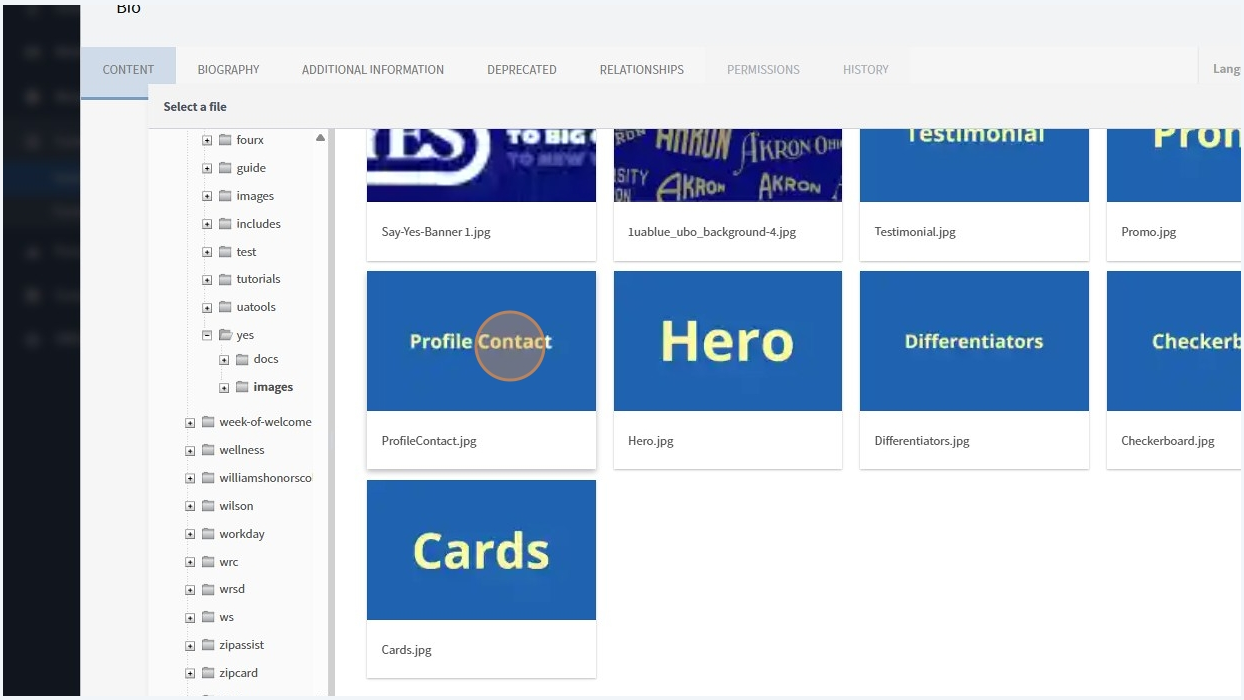

## 11 Continue adding in fields - including the UAnet ID.



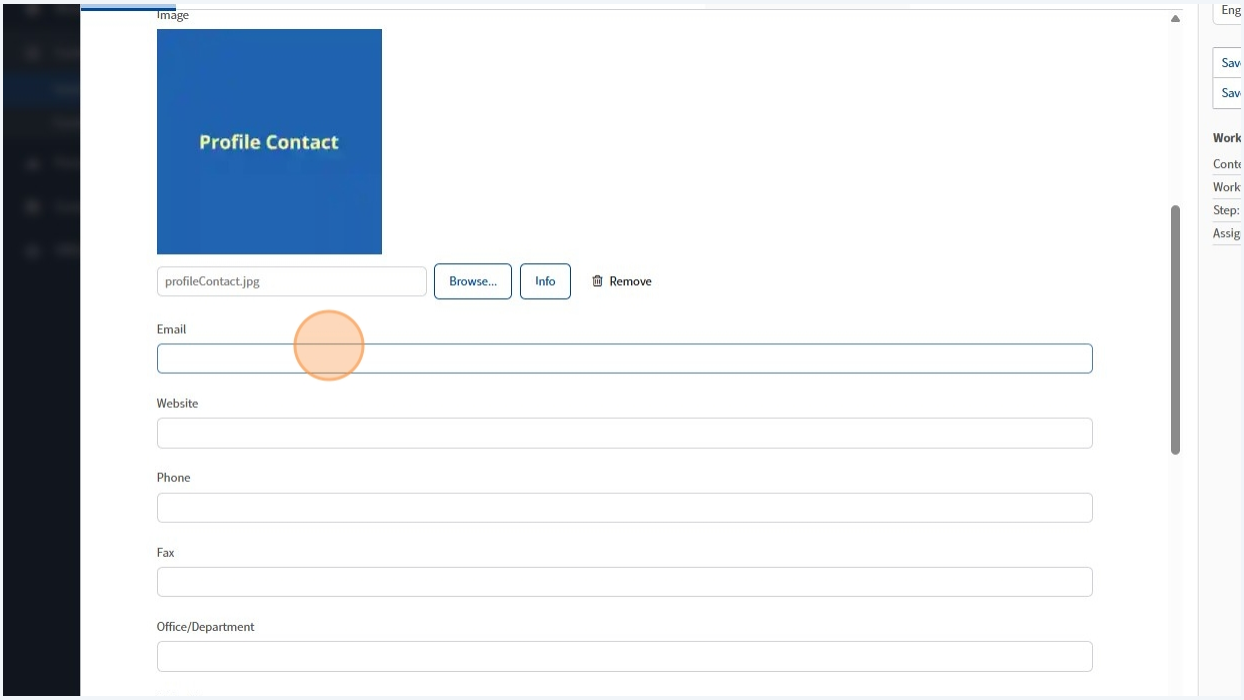
## 12 To add a photo to the Bio/Profile, click the Browse button and navigate to the folder where the image has been uploaded.



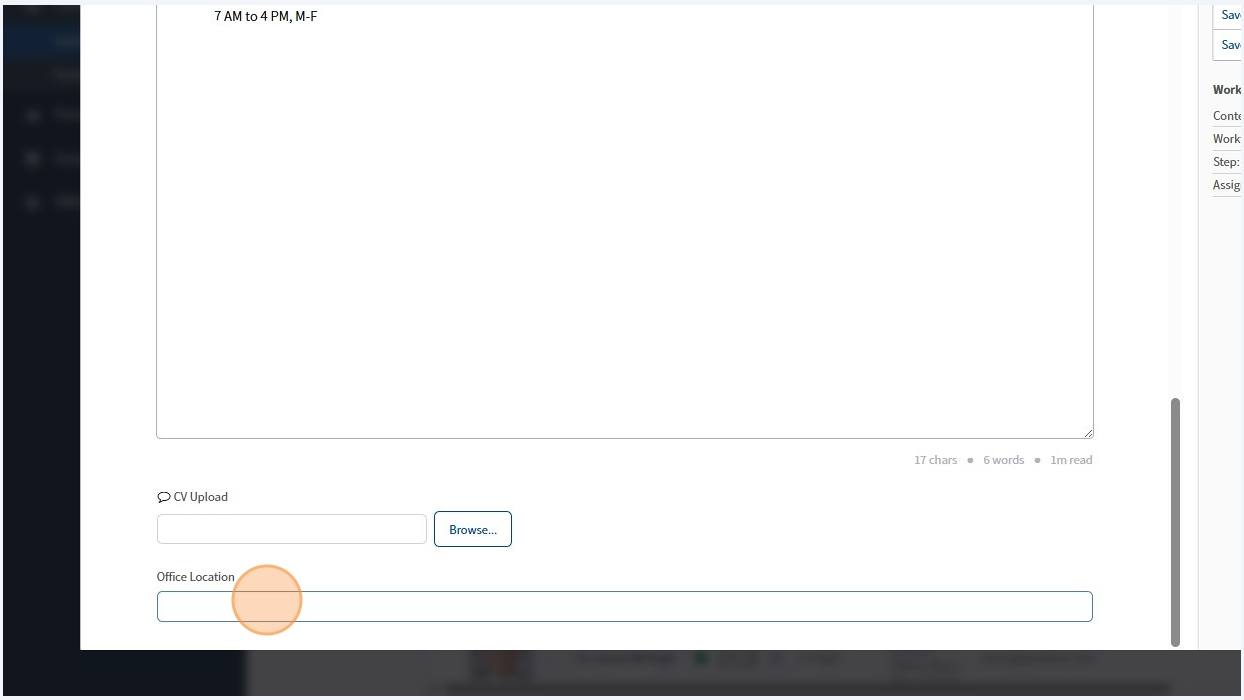

## 13 Click the folder where the image is located to see the contents, then click the image to select it.



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

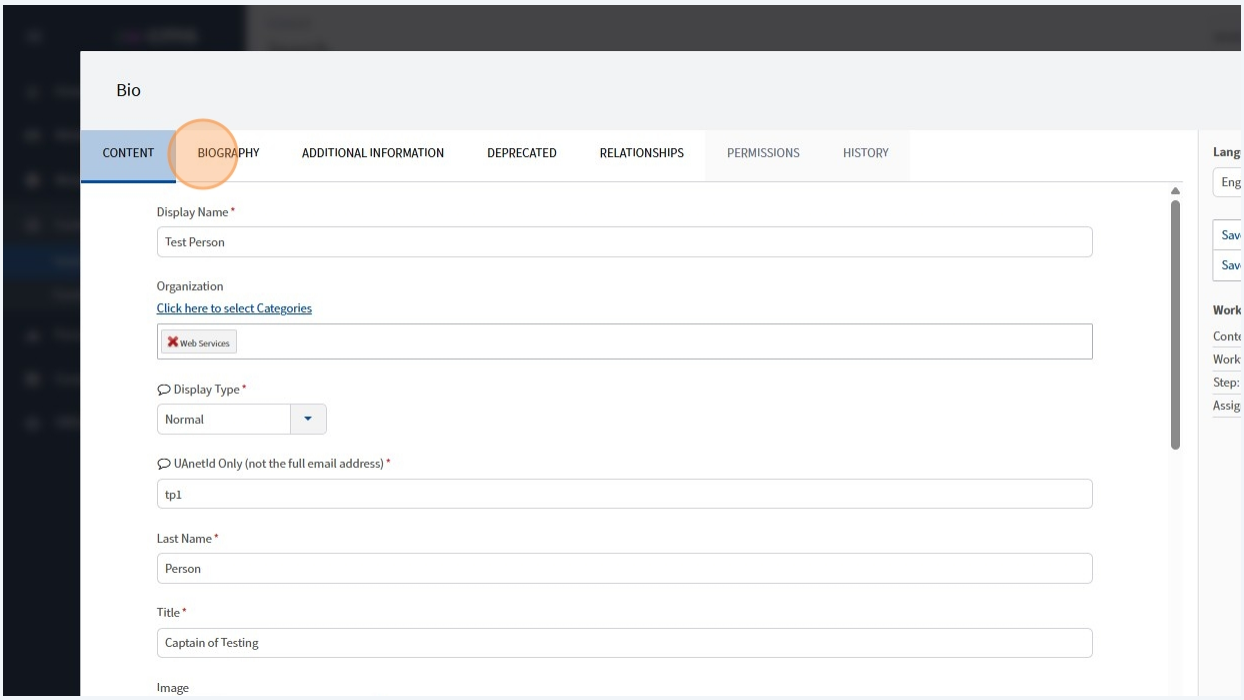



## 15 Click this text field.



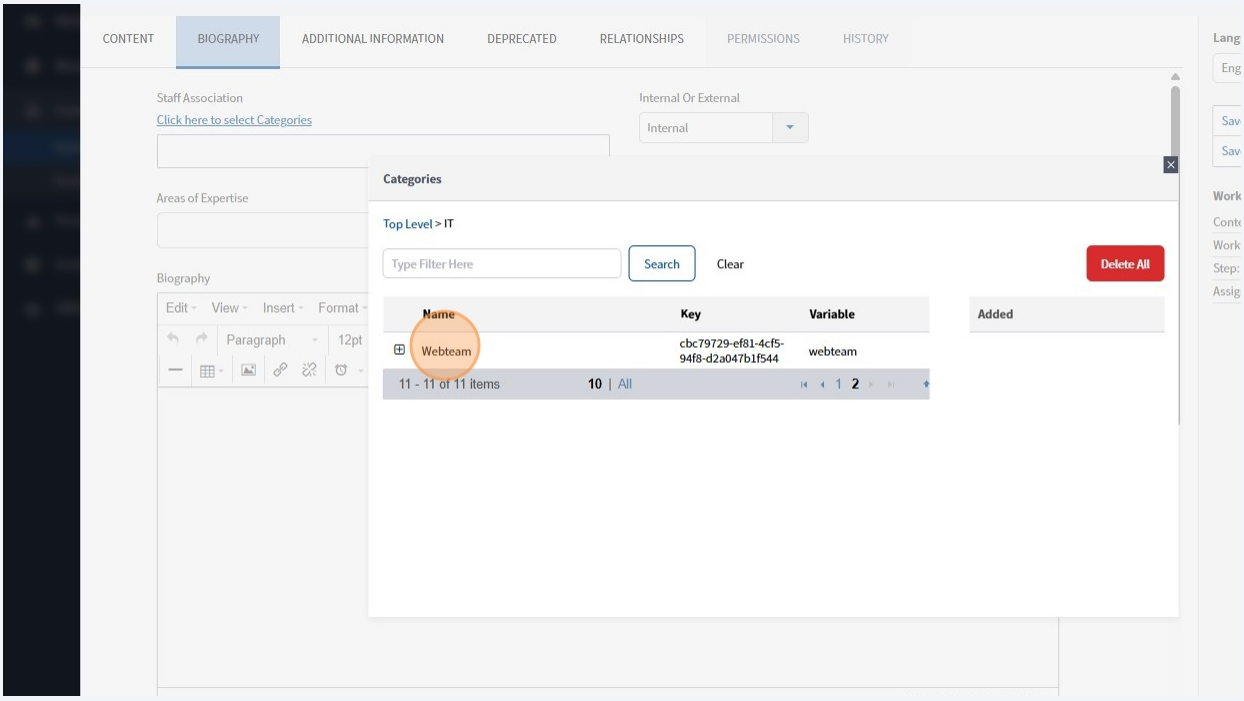
## 16

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.

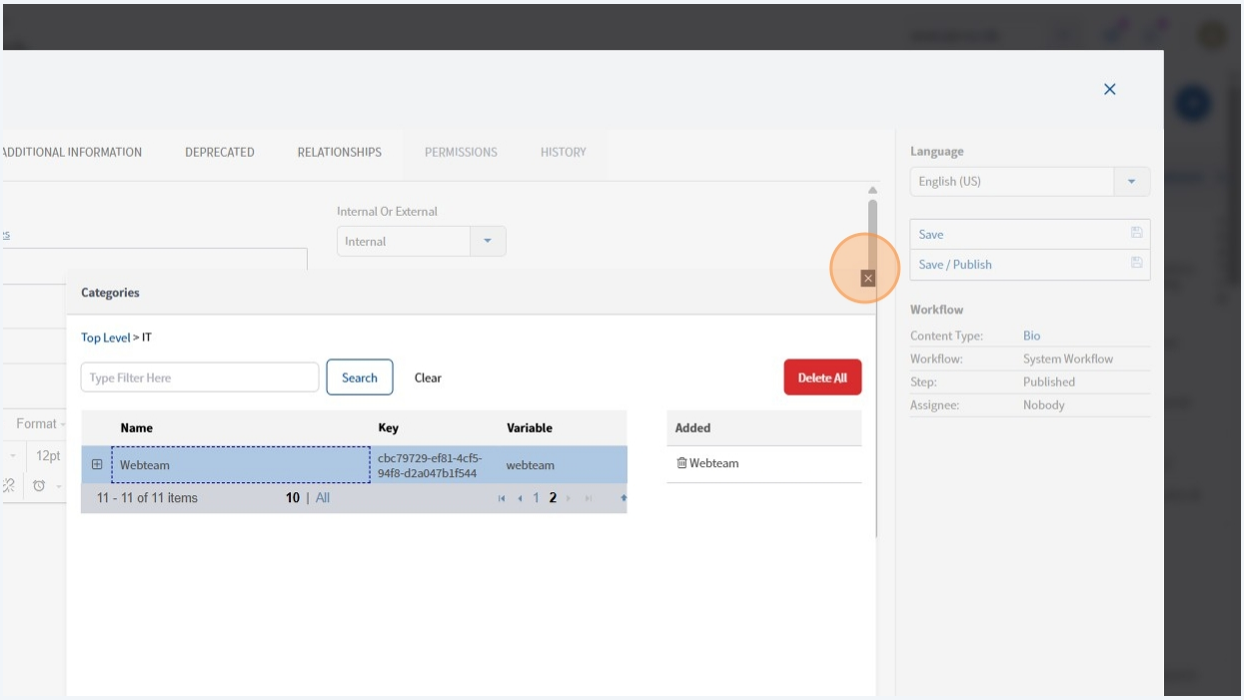



## 17

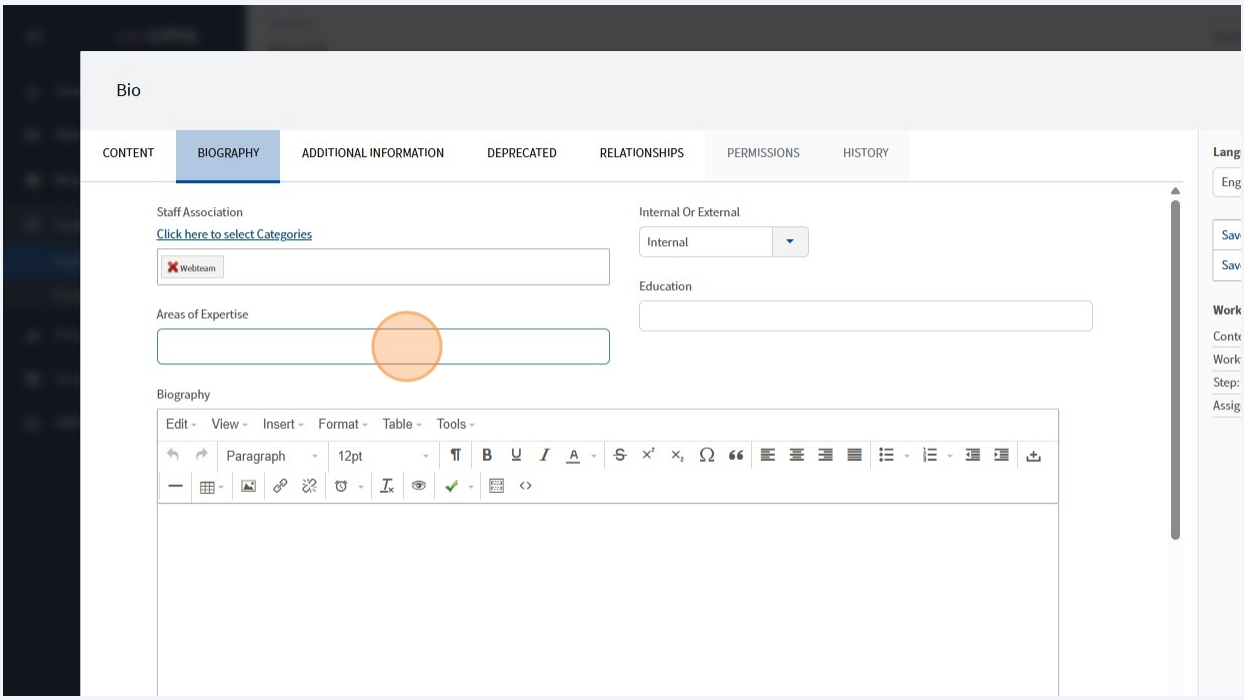
Click the Bio category to add it to the list. Add multiple categories as needed.



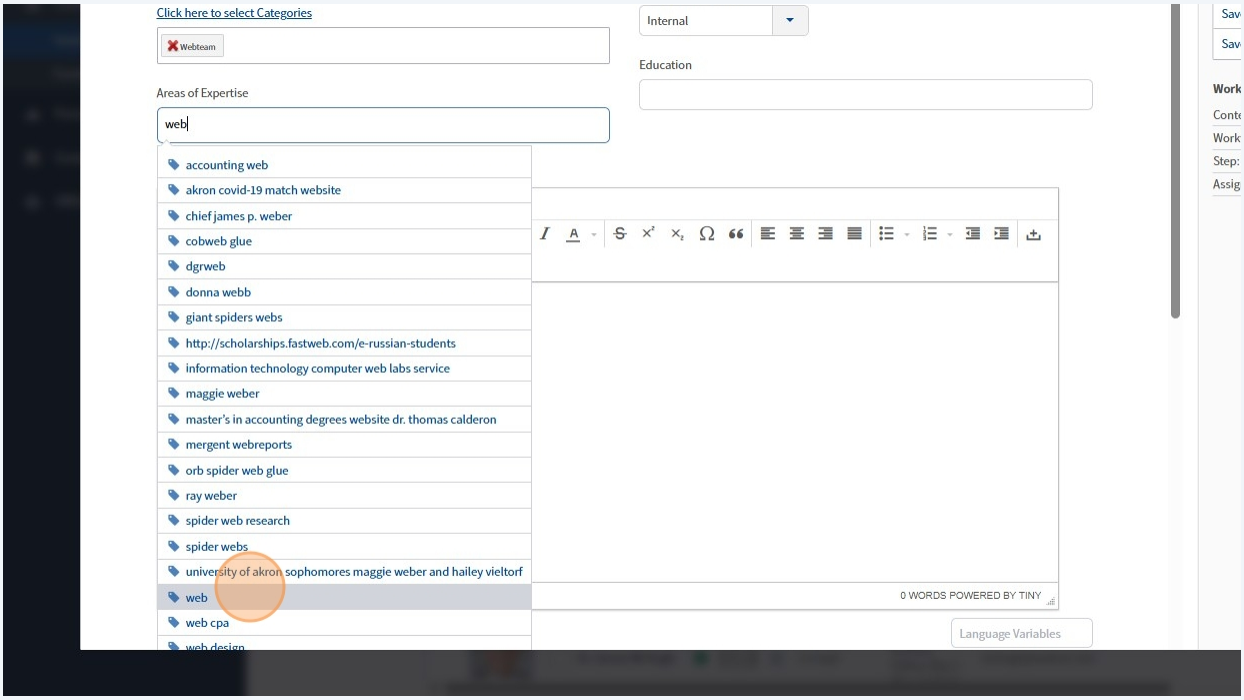
**18** When finished, click "Cancel" (the "x" in the upper right hand corner).



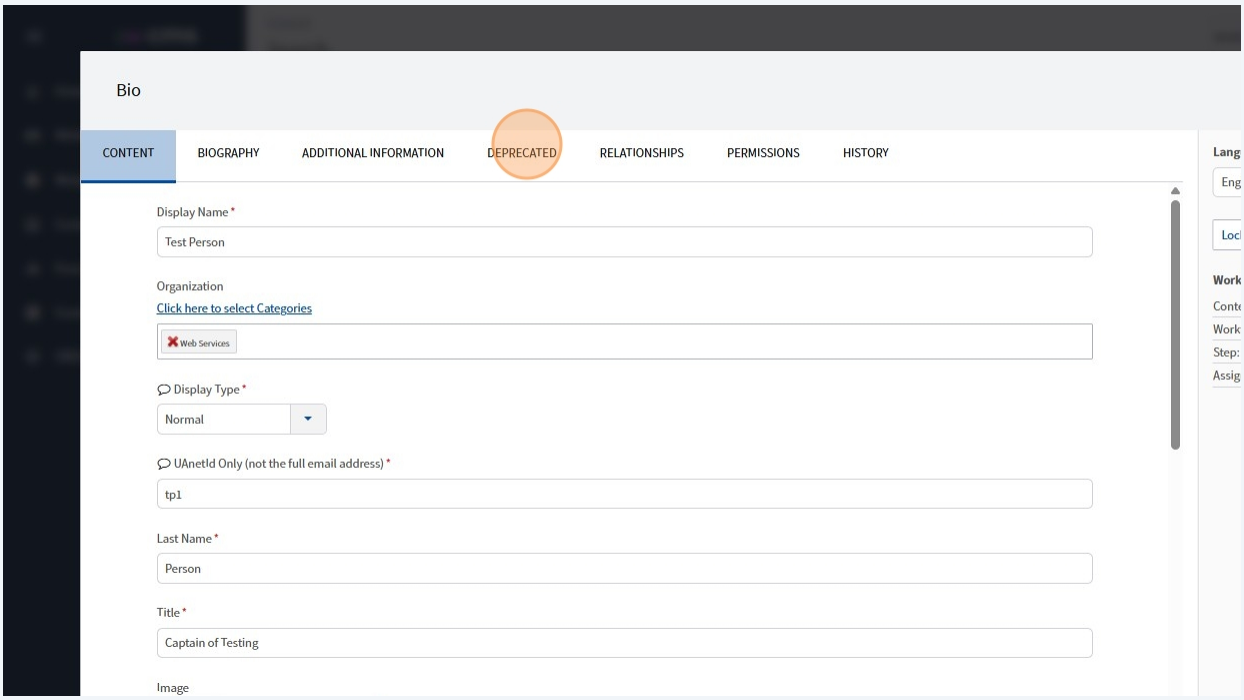

**19** Area of expertise uses a "type-ahead" function to select areas.



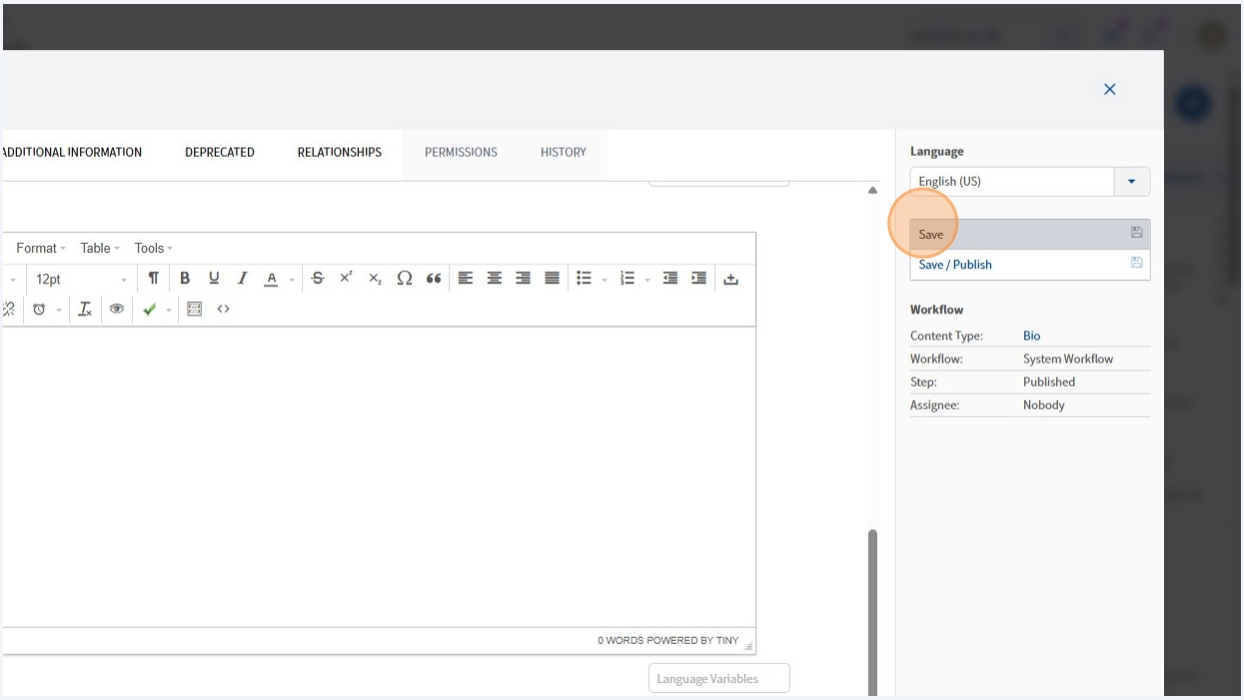
## 20 Type in the box and select the area(s).



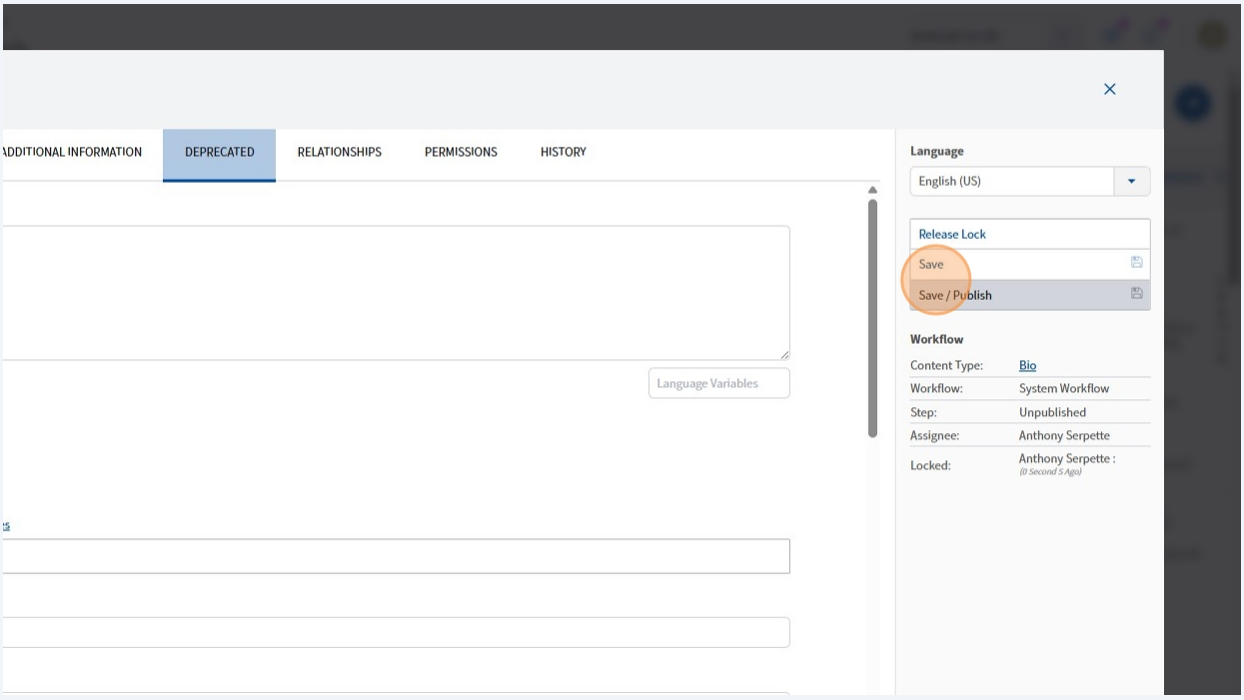
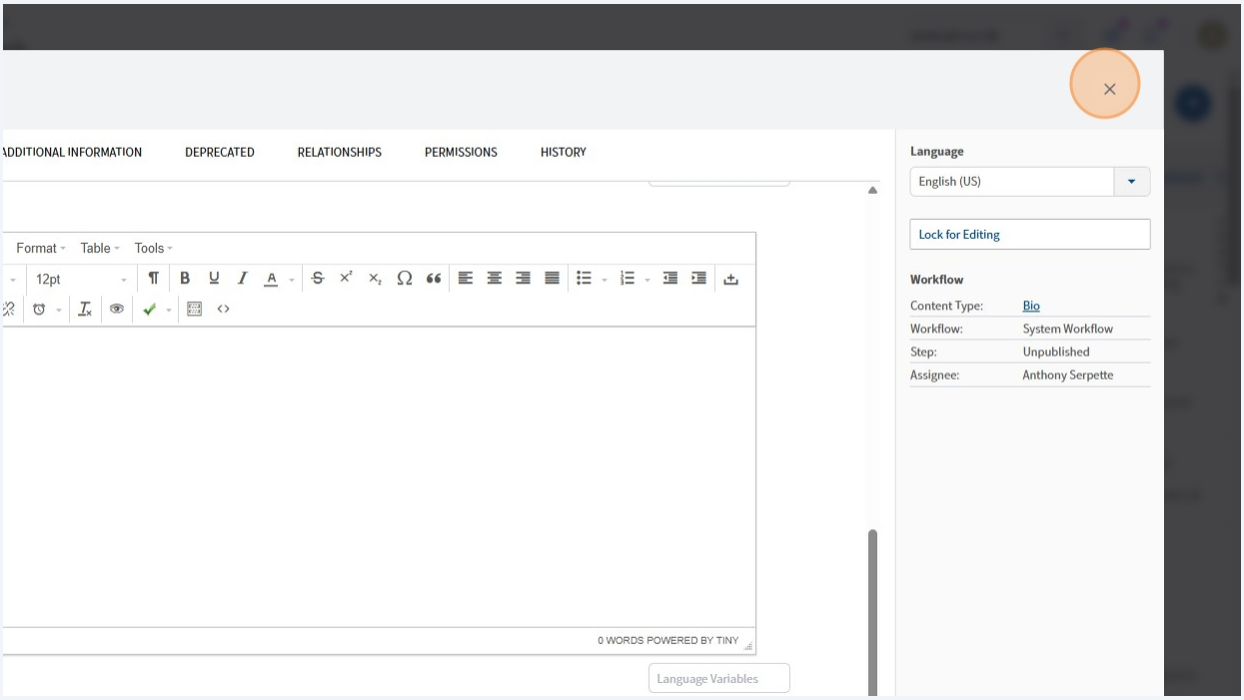

## 21 Some fields are being phased out for the Profile, but still may be relevant for Bios. Click the "Deprecated" tab to see these fields and add information as needed.



**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.