

Create a New Bio/Profile

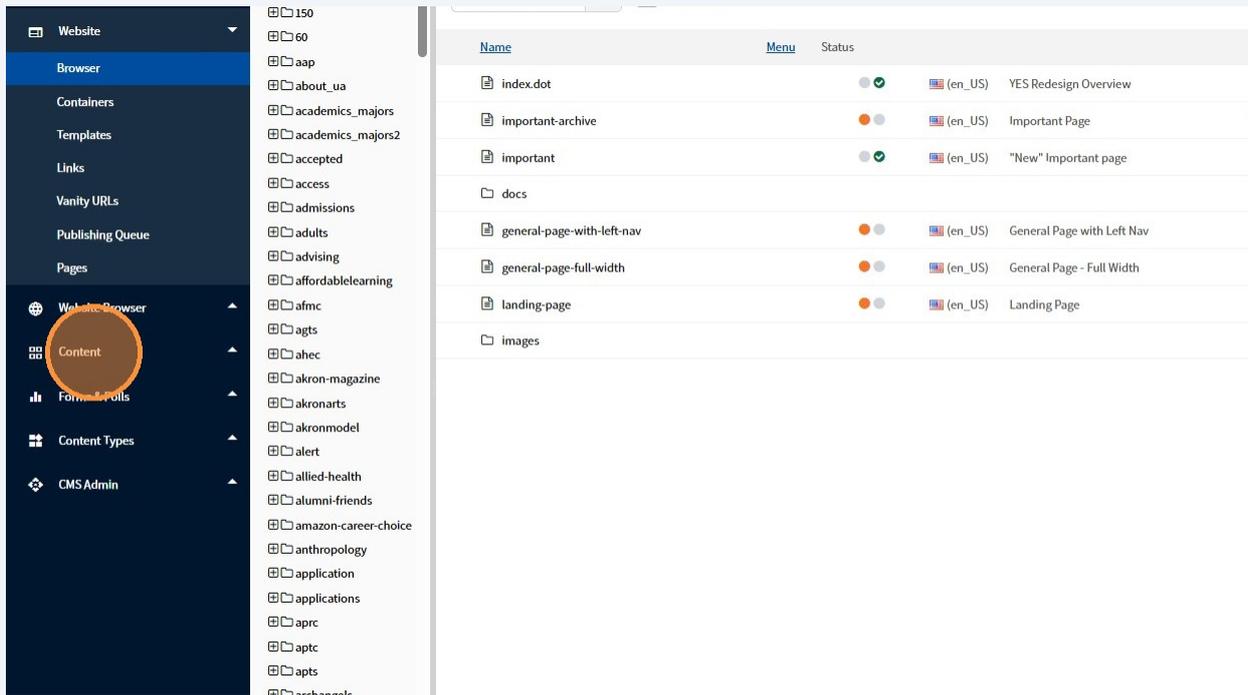
New fields have been added to the existing Bio item to make it ready to use as a Profile.

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

The screenshot shows a task management interface. On the left, there is a sidebar with filters: 'Assigned To' (Anthony Serpette (U)), 'All' (selected) and 'Me', 'Older than (days)', 'Scheme', 'Step', and 'Show:' (Open Tasks checked, Resolved Tasks unchecked). Below the filters are 'Search' and 'Reset' buttons. The main area displays a table of tasks with columns: Title, Status, Language, Step, Assignee, and List icon.

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	Test - Intergalactic Diplomacy	● 🔒	🇺🇸 (en_US)	Unpublished	Anthony Serpette	a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	Associate General Counsel	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6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	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4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	Reporting structure	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6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	Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2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	Profile Test image	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Person one	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Testimonial photo	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	This is a Testimonial	● ✓	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Check out what's next	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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	Differentiators widget (feature)	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3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

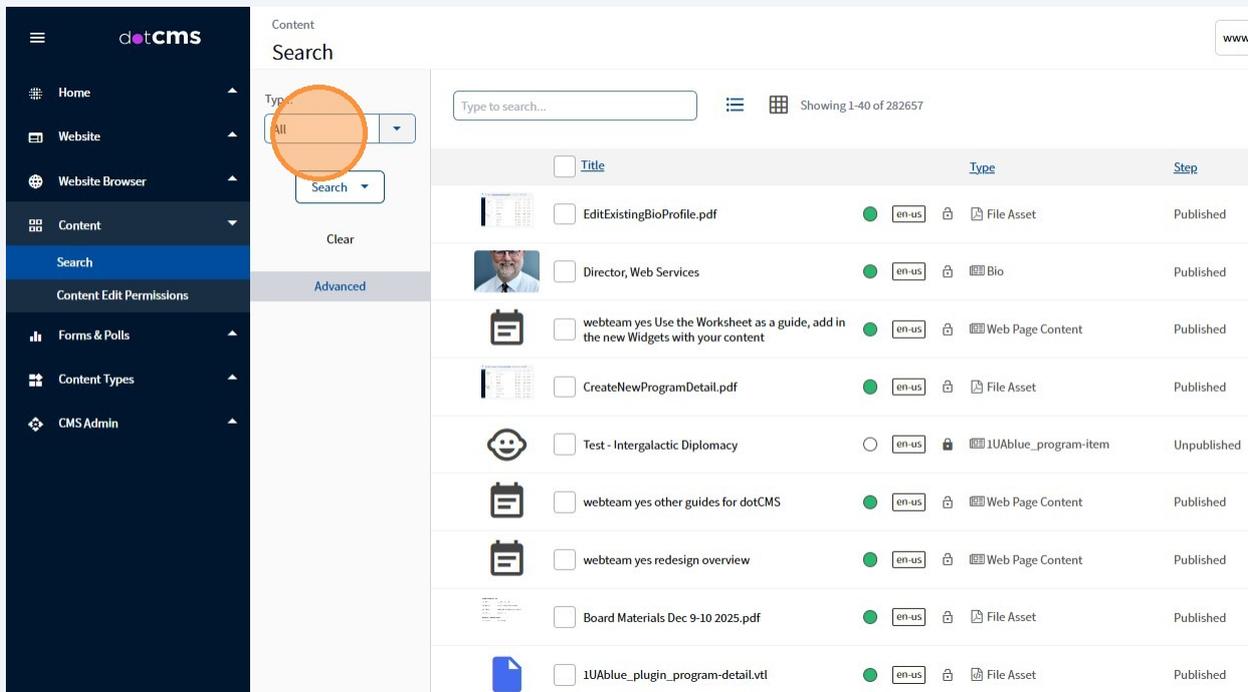
2 Click "Content", then "Search"



The screenshot shows the dotCMS Website Browser interface. On the left, a dark sidebar contains a navigation menu with categories like Website, Browser, Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Content' item is highlighted with an orange circle. On the right, a list of content items is displayed in a table format.

Name	Menu	Status
index.dot		<input checked="" type="checkbox"/> (en_US) YES Redesign Overview
important-archive		<input type="checkbox"/> (en_US) Important Page
important		<input checked="" type="checkbox"/> (en_US) "New" Important page
docs		
general-page-with-left-nav		<input type="checkbox"/> (en_US) General Page with Left Nav
general-page-full-width		<input type="checkbox"/> (en_US) General Page - Full Width
landing-page		<input type="checkbox"/> (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. On the left, a dark sidebar contains a navigation menu with categories like Home, Website, Website Browser, Content, Search, Content Edit Permissions, Forms & Polls, Content Types, and CMS Admin. The 'Search' item is highlighted with an orange circle. On the right, a search results table is displayed.

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

4 Select Bio

The screenshot shows the dotCMS search interface. On the left is a dark navigation sidebar with 'Search' highlighted. The main content area has a search bar with 'Bio' entered in the 'Type' dropdown. A dropdown menu is open, showing 'Bio' and 'Bio Detail Page' as options. The search results table below shows various content items, including 'Director, Web Services' which is a 'Bio' type.

<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.

The screenshot shows a search results page for 'Bio' profiles. The table lists several profiles with their details. A blue circle with a plus sign is highlighted in the top right corner, and a dropdown menu is open, showing 'Add New Content' as the selected option.

<input type="checkbox"/>	Display Name	UJAnetId 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	University Communications and Marketing
<input type="checkbox"/>	Julia Meyers	jmm468	Director of Academic Success	jmm468@uakron.edu		330-972-4646	School of Law
<input type="checkbox"/>	Ross Miltner	rmiltner	Associate General Counsel	rmiltner@uakron.edu		330-972-4960	General Counsel
<input type="checkbox"/>	Richard T Newsome	rnewsome	Back End Web Developer	rnewsome@uakron.edu	http://www.newsomegraphix.com	330-972-8268	Web Team - University of Akron Communication & Marketing
<input type="checkbox"/>	Megan Doughty	mdoughty	Gift and Estate Planning Process Coordinator	mdoughty@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				School of Speech-Language

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.

The screenshot shows a 'Bio' form with several tabs: CONTENT, BIOGRAPHY, ADDITIONAL INFORMATION, DEPRECATED, RELATIONSHIPS, PERMISSIONS, and HISTORY. The 'CONTENT' tab is active. The form contains the following fields: 'Display Name *' (text input), 'Organization' (text input with a link 'Click here to select Categories'), 'Display Type *' (dropdown menu set to 'Normal'), 'UANetid Only (not the full email address) *' (text input), 'Last Name *' (text input), and 'Title *' (text input). There is also an 'Image' label at the bottom. On the right side, there is a sidebar with 'Lang' (Eng), 'Sav', 'Sav', 'Work', 'Cont', 'Work', 'Step:', and 'Assig'.

7

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

This screenshot is similar to the previous one, but the 'Display Name' field now contains the text 'Test Person'. The 'Organization' field is empty, and the link 'Click here to select Categories' is circled in orange. The rest of the form and sidebar are the same as in the previous screenshot.

8 Use the search box to locate your Organization.

The screenshot shows the 'Bio' profile page with a 'Categories' modal window open. The 'Top Level' search box is highlighted with an orange circle. The search results table is as follows:

Name	Key	Variable	Added
Acad Achievement Programs	AcadAchievementPrograms	acadachievementprograms	
Academic Achievement Education Talent Search	AcademicAchievementEducationTalentSearch	academicachievementeducationtalentsearch	
Academic Achievement Programs	AcademicAchievementPrograms	academicachievementprograms	
Academic Achievement Programs, STEP Program	AcademicAchievementProgramsSTEPProgram	academicachievementprogramsstepprogram	
Academic Achievement Upward Bound	AcademicAchievementUpwardBound	academicachievementupwardbound	
Academic Achievement Upward Bound Math & Science	AcademicAchievementUpwardBoundMathScience	academicachievementupwardboundmathscience	

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

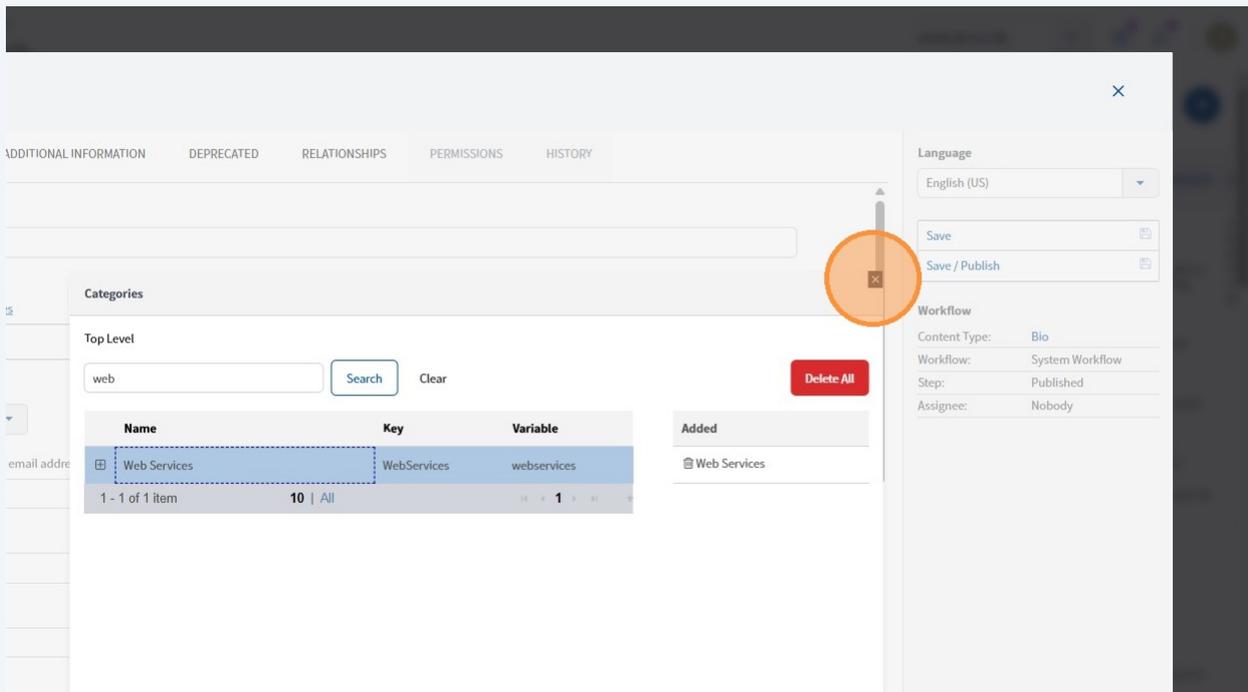
The screenshot shows the 'Bio' profile page with the 'Categories' modal window open. The search box contains 'web' and the search results table shows one result, 'Web Services', which is highlighted with an orange circle. The search results table is as follows:

Name	Key	Variable	Added
Web Services	WebServices	webservices	

Below the table, it shows '1 of 1 item' and '10 | All'.

10

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



Special Note: The Display Type has two modes - Normal and Override. By default, the Normal mode will pull in Workday data (like title, phone, email, etc.) and display this when the Profile is viewed. If switched to Override, the Profile data will show the *manually added* information. This "should" be the same information, but there may be exceptions.

11 Continue adding in fields - including the UAnet ID.

CONTENT BIOGRAPHY ADDITIONAL INFORMATION DEPRECATED RELATIONSHIPS PERMISSIONS HISTORY

Lang
Eng

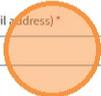
Sav
Sav

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.

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
 Browse...

Email

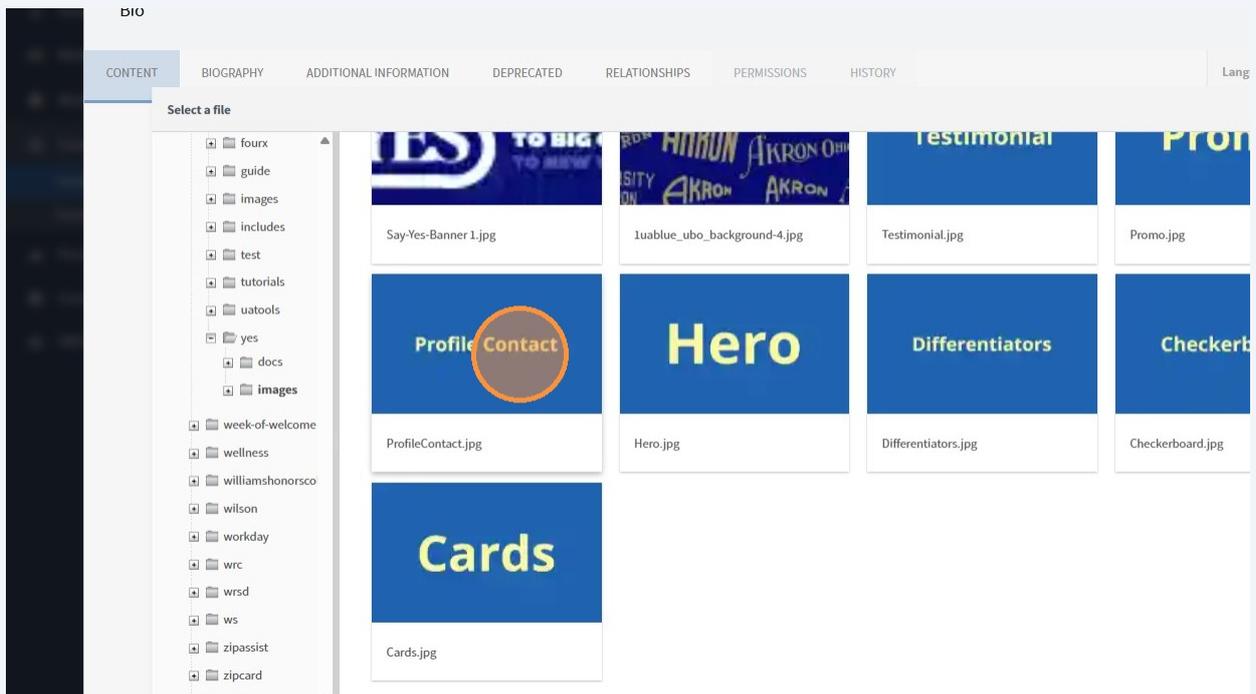
Website

Sav
Sav

Work
Cont
Work
Step:
Assig

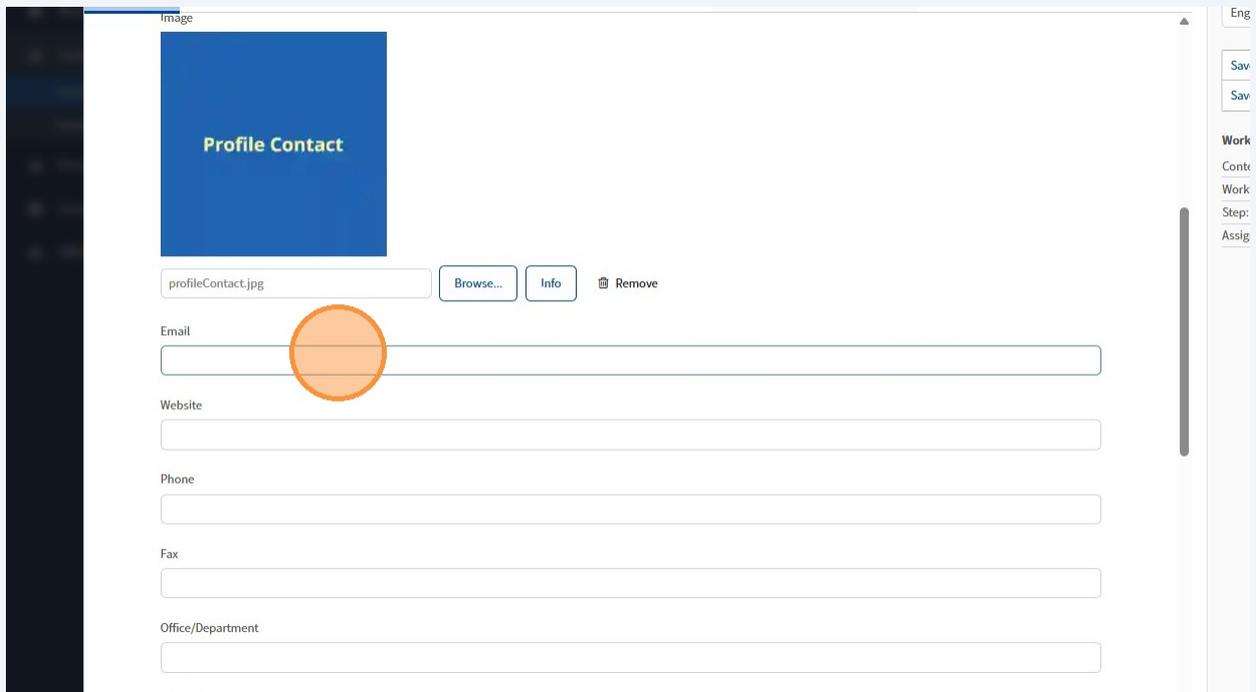
13

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.



15 Click this text field.

7 AM to 4 PM, M-F

17 chars • 6 words • 1m read

CV Upload

Office Location

Save
Save
Work
Cont
Work
Step:
Assig

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

Lang
Eng
Save
Save
Work
Cont
Work
Step:
Assig

Display Name *
Test Person

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

Display Type *
Normal

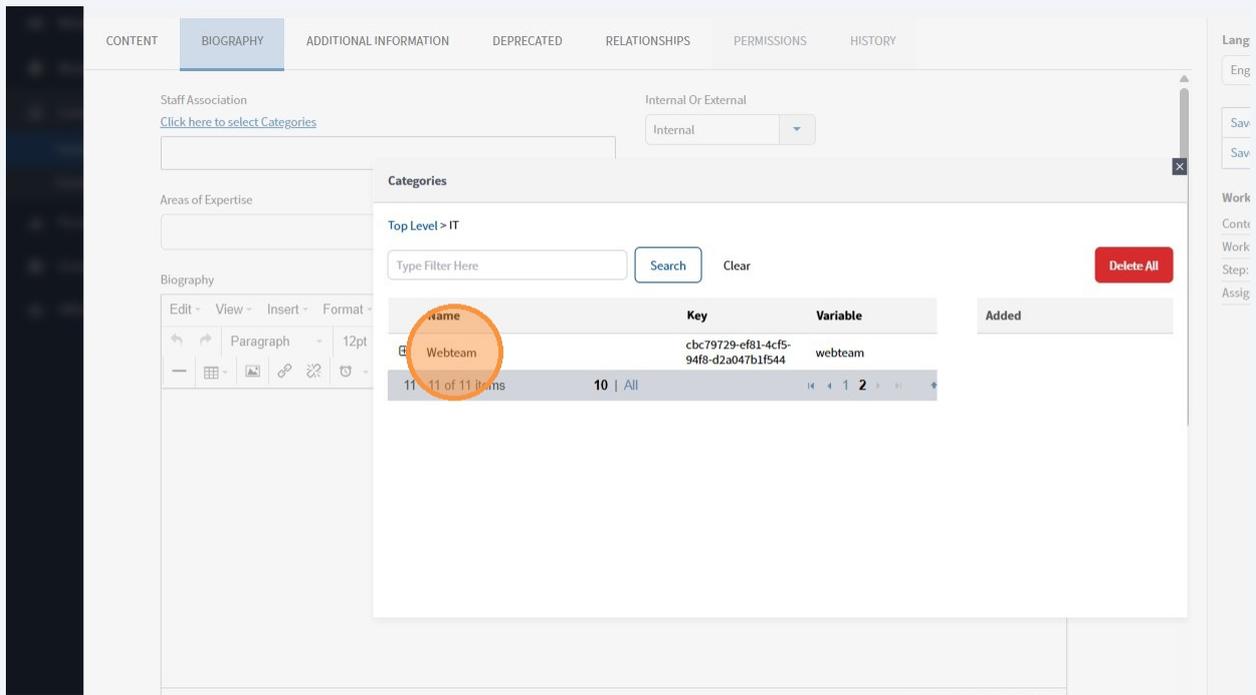
UAnetid Only (not the full email address) *
tp1

Last Name *
Person

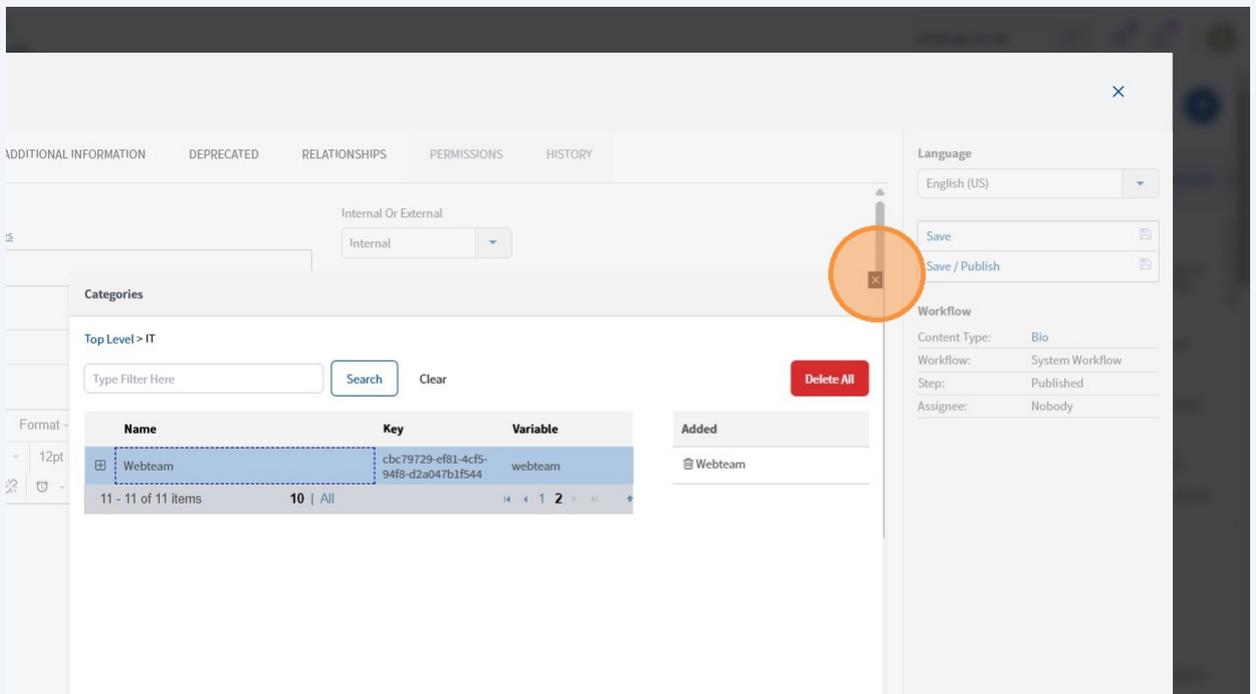
Title *
Captain of Testing

Image

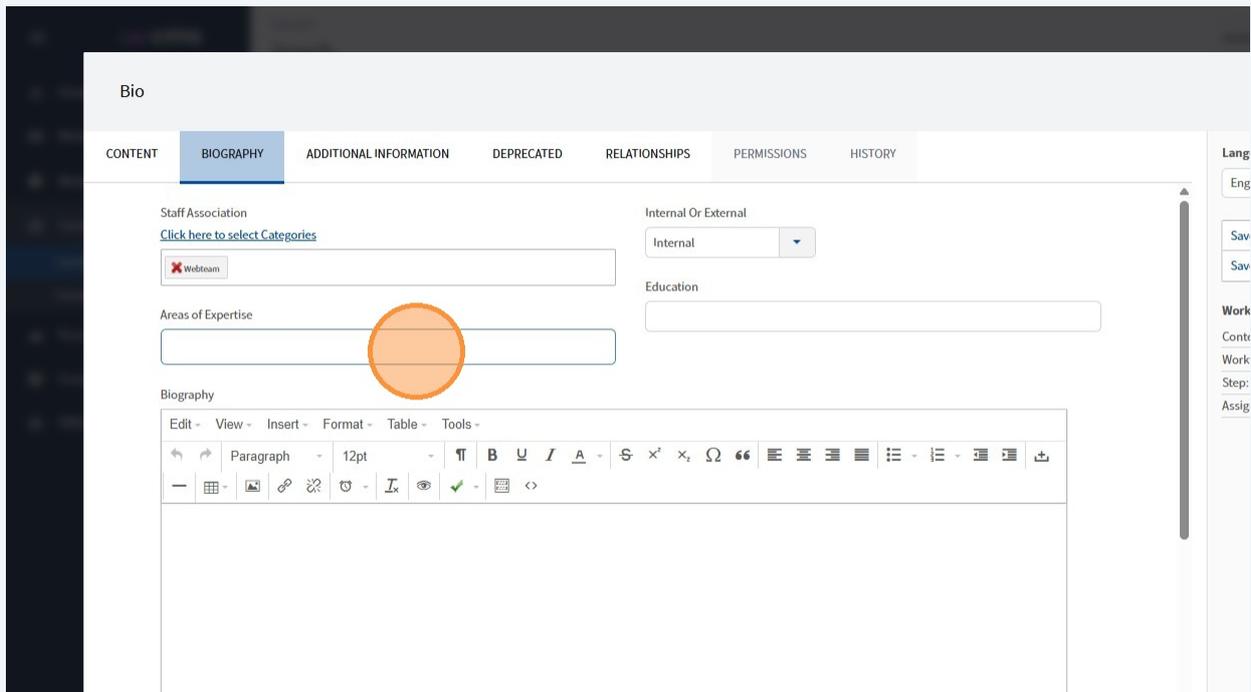
17 Click the Bio category to add it to the list. Add multiple categories as needed.



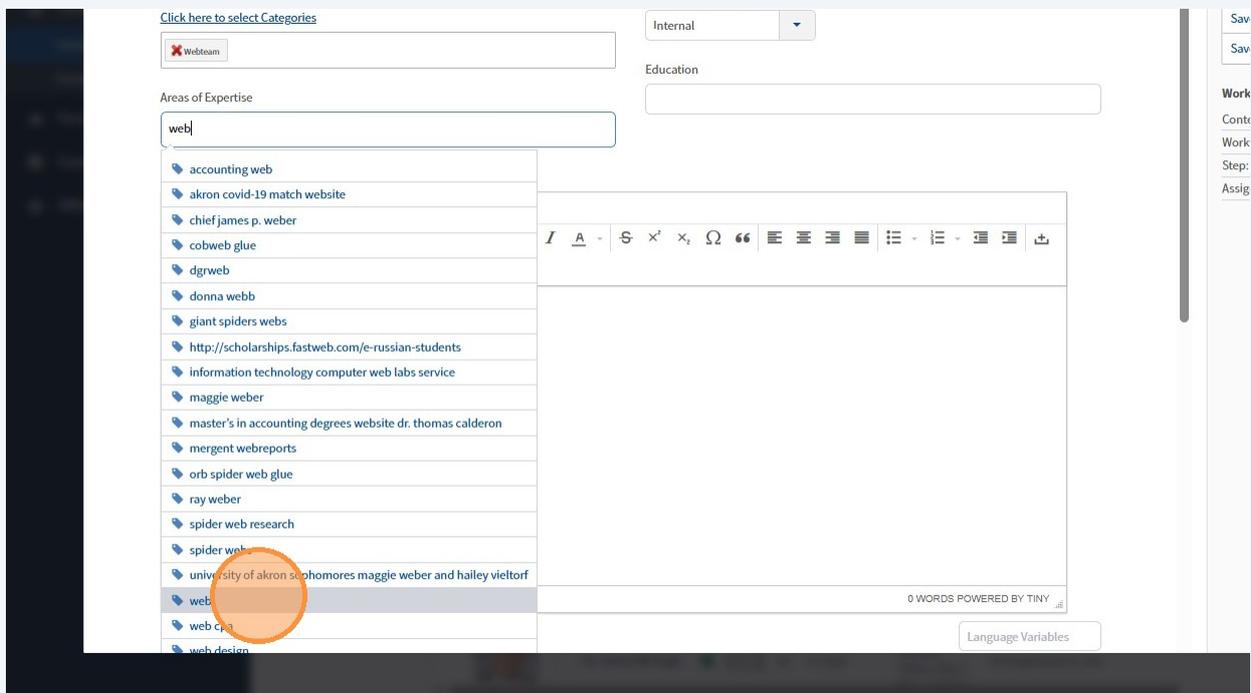
18 When finished, click "Cancel" (the "x" in the upper right hand corner).



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.

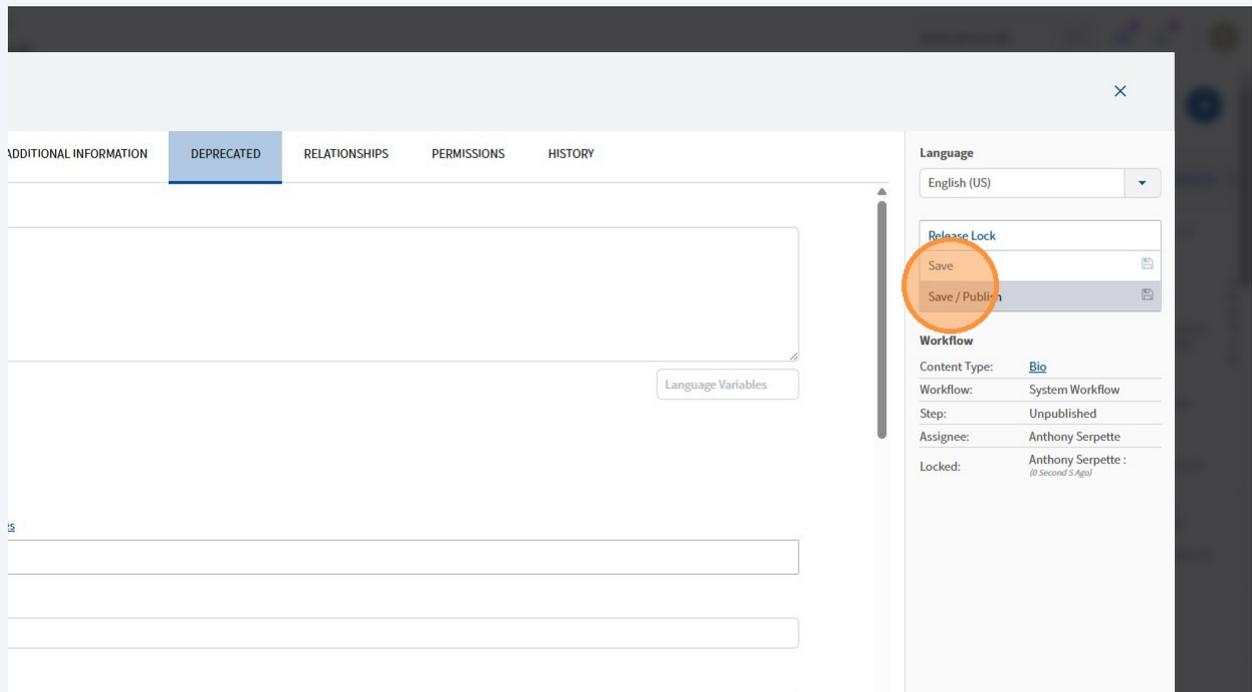
The screenshot shows the 'Bio' profile editing interface. At the top, there are several tabs: 'CONTENT', 'BIOGRAPHY', 'ADDITIONAL INFORMATION', 'DEPRECATED', 'RELATIONSHIPS', 'PERMISSIONS', and 'HISTORY'. The 'DEPRECATED' tab is highlighted with an orange circle. Below the tabs, there are several form fields: 'Display Name *' (containing 'Test Person'), 'Organization' (with a link to 'Click here to select Categories' and a 'Web Services' button), 'Display Type *' (set to 'Normal'), 'UAnetId Only (not the full email address) *' (containing 'tp1'), 'Last Name *' (containing 'Person'), and 'Title *' (containing 'Captain of Testing'). On the right side, there is a sidebar with 'Lang' (English), 'Loc', and 'Work' (Content, Work Step, Assign) options.

22

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

The screenshot shows the 'Bio' profile editing interface with a rich text editor. The 'DEPRECATED' tab is selected. The rich text editor has a toolbar with various formatting options. On the right side, there is a 'Language' dropdown menu set to 'English (US)'. Below it, there are two buttons: 'Save' and 'Save & Publish'. The 'Save' button is highlighted with an orange circle. Below the buttons, there is a 'Workflow' section with the following information: Content Type: Bio, Workflow: System Workflow, Step: Published, Assignee: Nobody.

23 or "Save/Publish".



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

