Edit existing Bio/Profile
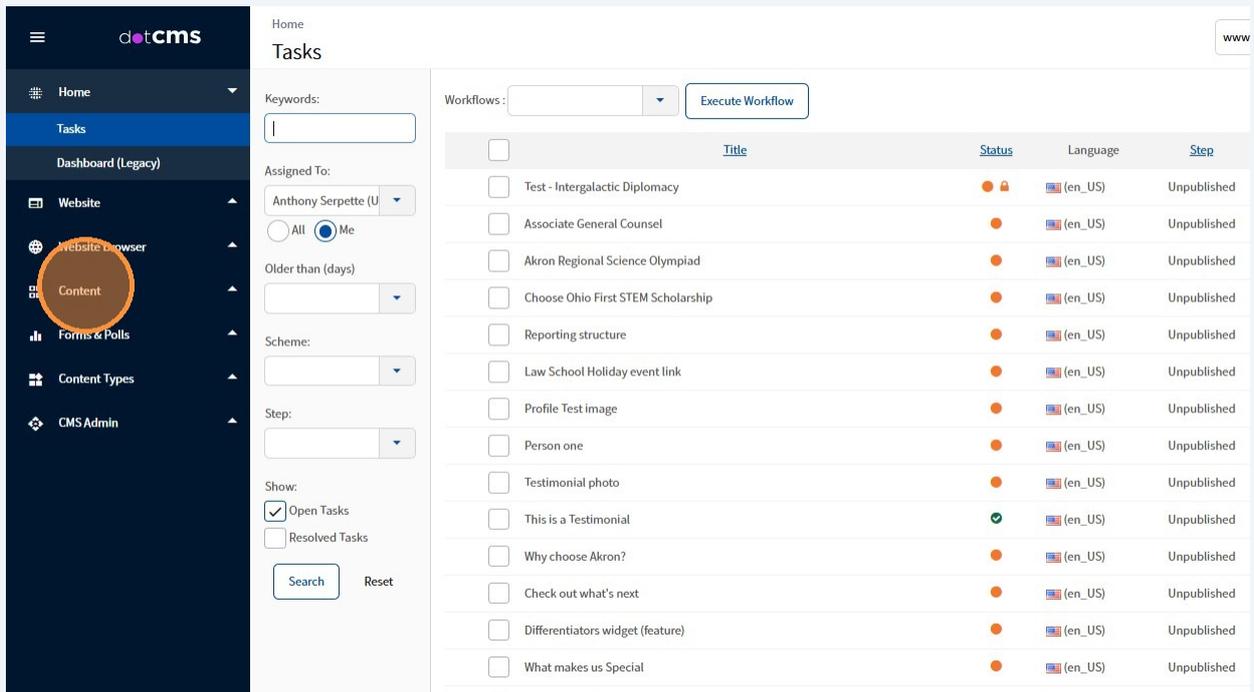
In order to preserve as much information as possible, the Bios have been updated to include new fields to display as a Profile.

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

	Title	Status	Language	Step	Assignee	La
☐	Test - Intergalactic Diplomacy	🔴 🔒	🇺🇸 (en_US)	Unpublished	Anthony Serpette	56 r
☐	Associate General Counsel	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
☐	Akron Regional Science Olympiad	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Choose Ohio First STEM Scholarship	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	4
☐	Reporting structure	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	6
☐	Law School Holiday event link	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2
☐	Profile Test image	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Person one	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Testimonial photo	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	This is a Testimonial	✅	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Why choose Akron?	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Check out what's next	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Differentiators widget (feature)	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	What makes us Special	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	What to do next	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	Here's a photo for the Differentiators	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3
☐	This is a promo	🔴	🇺🇸 (en_US)	Unpublished	Anthony Serpette	3

Assigned To:

Anthony Serpette (U ▾

○ All ◉ Me

Older than (days)

▾

Scheme:

▾

Step:

▾

Show:
☑ Open Tasks
☐ Resolved Tasks

Search   Reset

2 Click "Content"

		Home			www
		Tasks			

Keywords:

Workflows : [dropdown] **Execute Workflow**

	Title	Status	Language	Step
☐	Test - Intergalactic Diplomacy	● 🔒	(en_US)	Unpublished
☐	Associate General Counsel	●	(en_US)	Unpublished
☐	Akron Regional Science Olympiad	●	(en_US)	Unpublished
☐	Choose Ohio First STEM Scholarship	●	(en_US)	Unpublished
☐	Reporting structure	●	(en_US)	Unpublished
☐	Law School Holiday event link	●	(en_US)	Unpublished
☐	Profile Test image	●	(en_US)	Unpublished
☐	Person one	●	(en_US)	Unpublished
☐	Testimonial photo	●	(en_US)	Unpublished
☐	This is a Testimonial	✓	(en_US)	Unpublished
☐	Why choose Akron?	●	(en_US)	Unpublished
☐	Check out what's next	●	(en_US)	Unpublished
☐	Differentiators widget (feature)	●	(en_US)	Unpublished
☐	What makes us Special	●	(en_US)	Unpublished

Sidebar:
- ⊞ Home ▼
  - Tasks
  - Dashboard (Legacy)
- ▭ Website ▲
- ⊕ Website Browser ▲
- ⊞ Content ▲
- ▥ Forms & Polls ▲
- ⊞ Content Types ▲
- ✦ CMS Admin ▲

Assigned To: Anthony Serpette (U...)
○ All ◉ Me

Older than (days):

Scheme:

Step:

Show:
☑ Open Tasks
☐ Resolved Tasks

Search Reset

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3 In the Search Field, type "bio" or use the drop down to select.
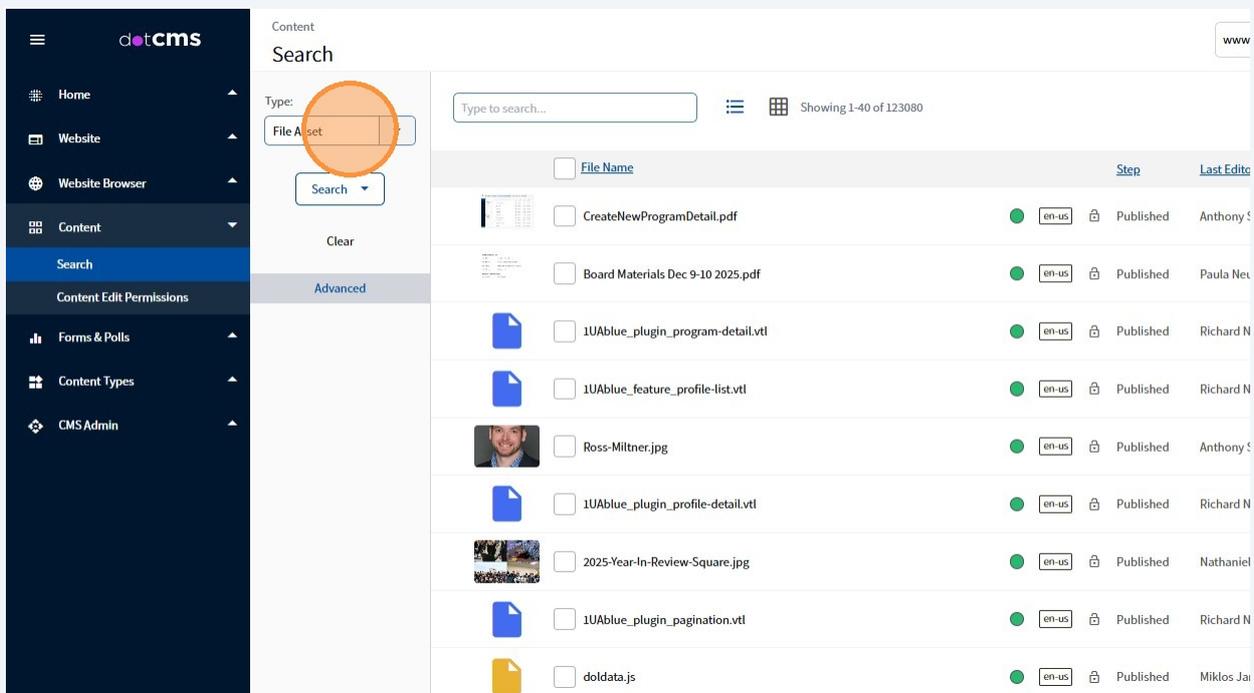
		Content			www
		Search			

Type: File Asset

[Type to search...]   ☰ ⊞ Showing 1-40 of 123080

Search ▼
Clear
Advanced

	File Name				Step	Last Edito
☐	CreateNewProgramDetail.pdf	●	en-us	🔒	Published	Anthony S
☐	Board Materials Dec 9-10 2025.pdf	●	en-us	🔒	Published	Paula Neu
☐	1UAblue_plugin_program-detail.vtl	●	en-us	🔒	Published	Richard N
☐	1UAblue_feature_profile-list.vtl	●	en-us	🔒	Published	Richard N
☐	Ross-Miltner.jpg	●	en-us	🔒	Published	Anthony S
☐	1UAblue_plugin_profile-detail.vtl	●	en-us	🔒	Published	Richard N
☐	2025-Year-In-Review-Square.jpg	●	en-us	🔒	Published	Nathaniel
☐	1UAblue_plugin_pagination.vtl	●	en-us	🔒	Published	Richard N
☐	doldata.js	●	en-us	🔒	Published	Miklos Jar
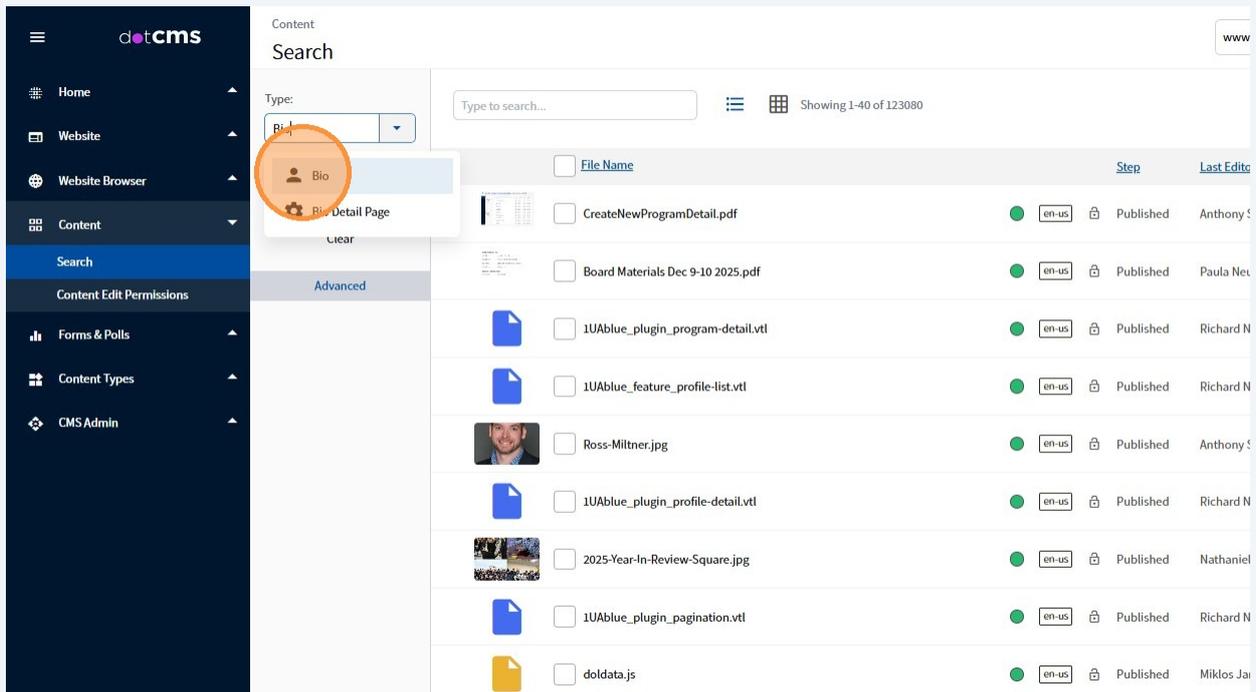
Sidebar:
- ⊞ Home ▲
- ▭ Website ▲
- ⊕ Website Browser ▲
- ⊞ Content ▼
  - Search
  - Content Edit Permissions
- ▥ Forms & Polls ▲
- ⊞ Content Types ▲
- ✦ CMS Admin ▲

4 Select Bio

5 To locate an existing Bio, type in the last name in the search box.
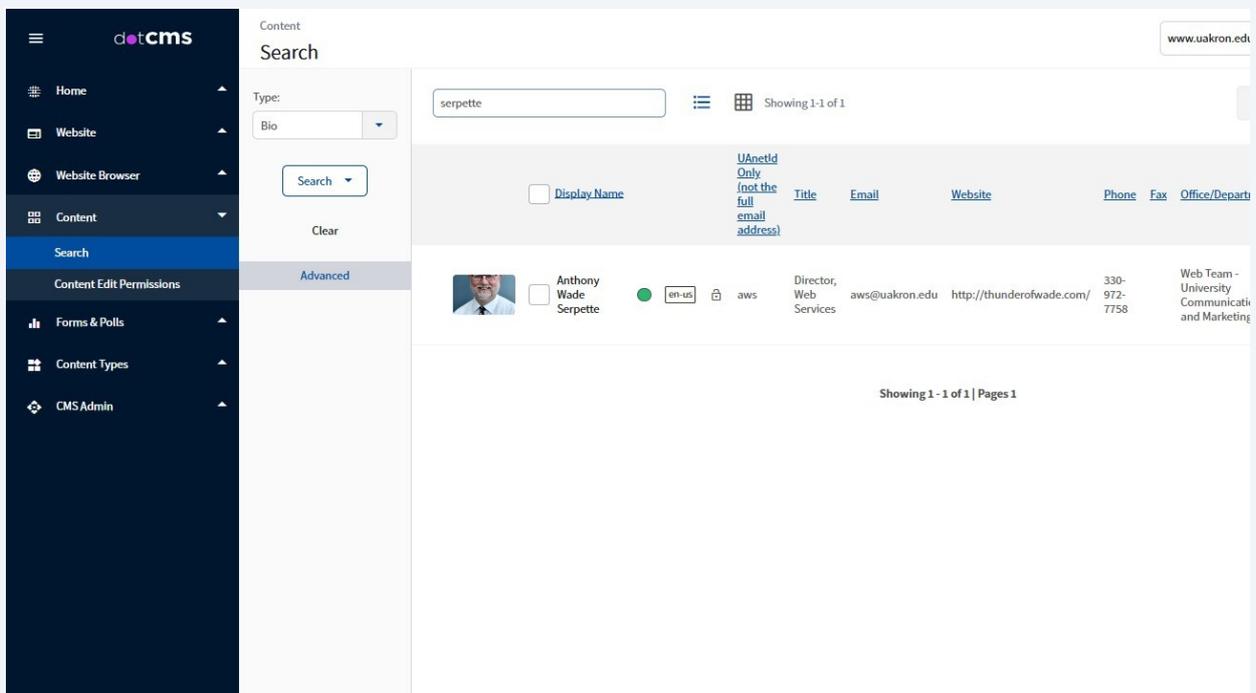
6 Click the name of the individual's bio.
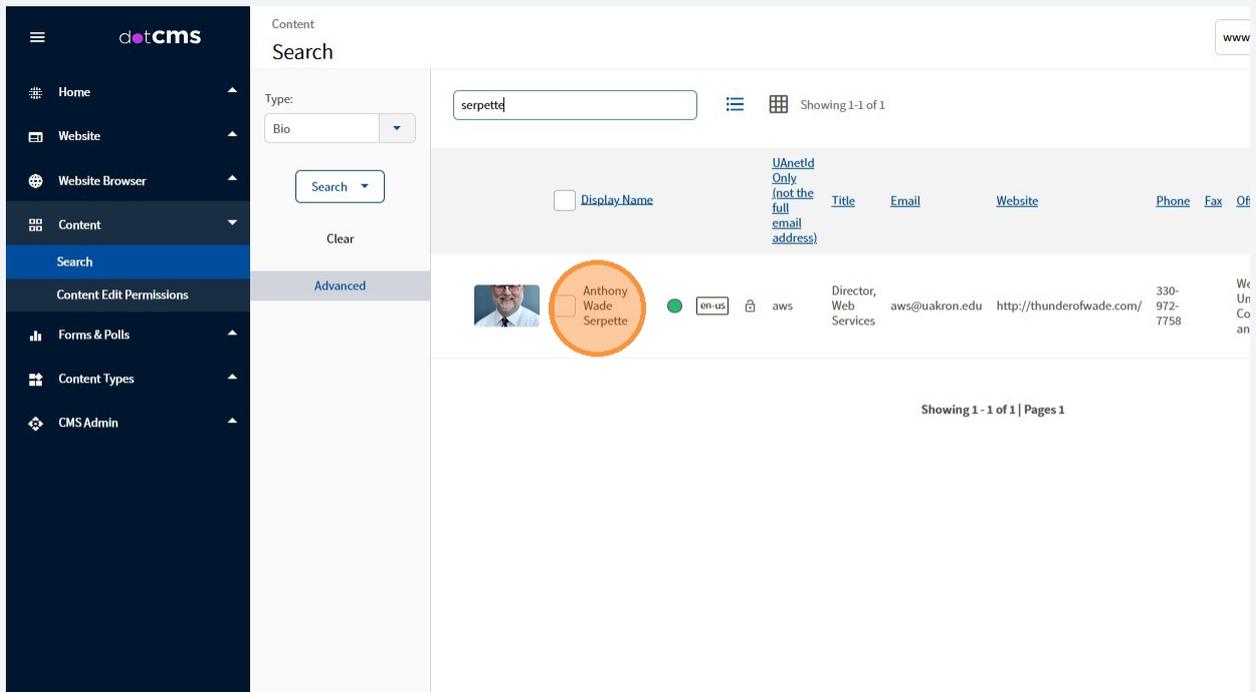
7 Click "Lock for Editing" to begin editing.
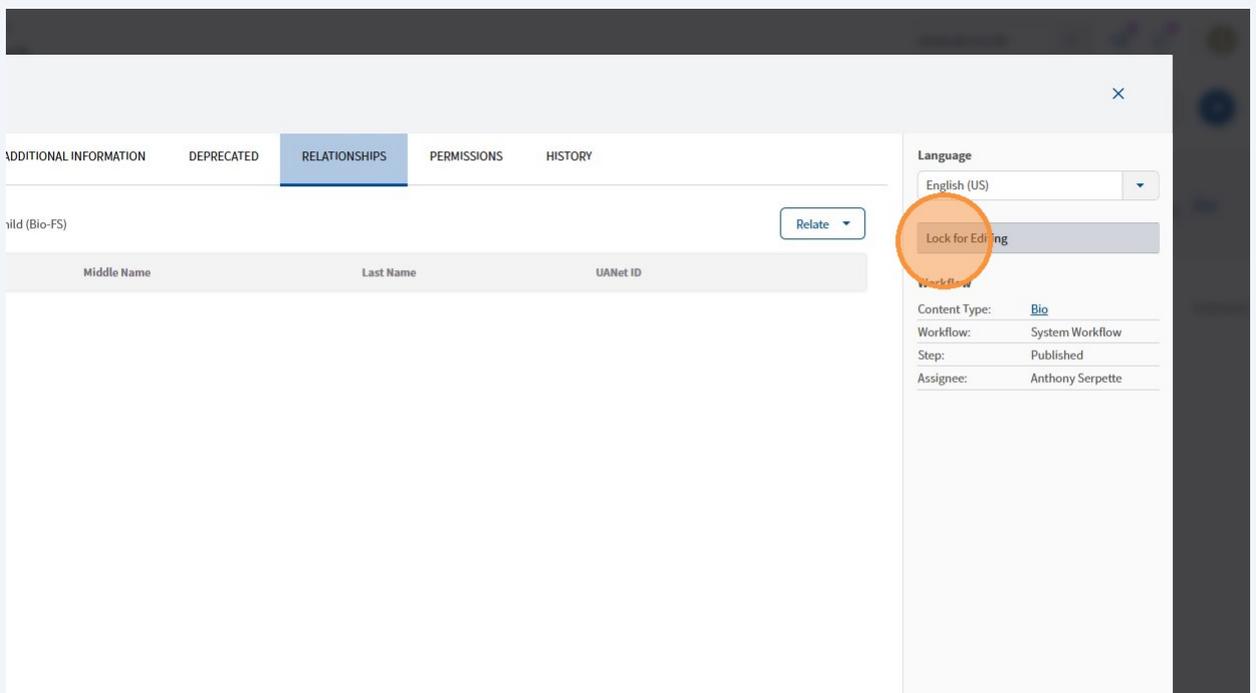
8 Some new fields have been added - like Office Hours.

Website

http://thunderofwade.com/

Phone

330-972-7758

Fax

Office/Department

Web Team - University Communications and Marketing

Office Hours

Start writing or type / to choose a block

---

9 A new category for Organization has been created - based on the departments in Workday. Click "Click here to select Categories"

Bio

CONTENT   BIOGRAPHY   ADDITIONAL INFORMATION   DEPRECATED   RELATIONSHIPS   PERMISSIONS   HISTORY

Display Name *

Anthony Wade Serpette

Organization

Click here to select Categories

Display Type *

Normal

UAnetId Only (not the full email address) *

aws

Last Name *

Serpette

Title *

Director, Web Services

Image

10 Use this search box to select your Organization.

11 Once located, click the name of the Organization to add it to the list. Multiple Organizations can be added if needed.

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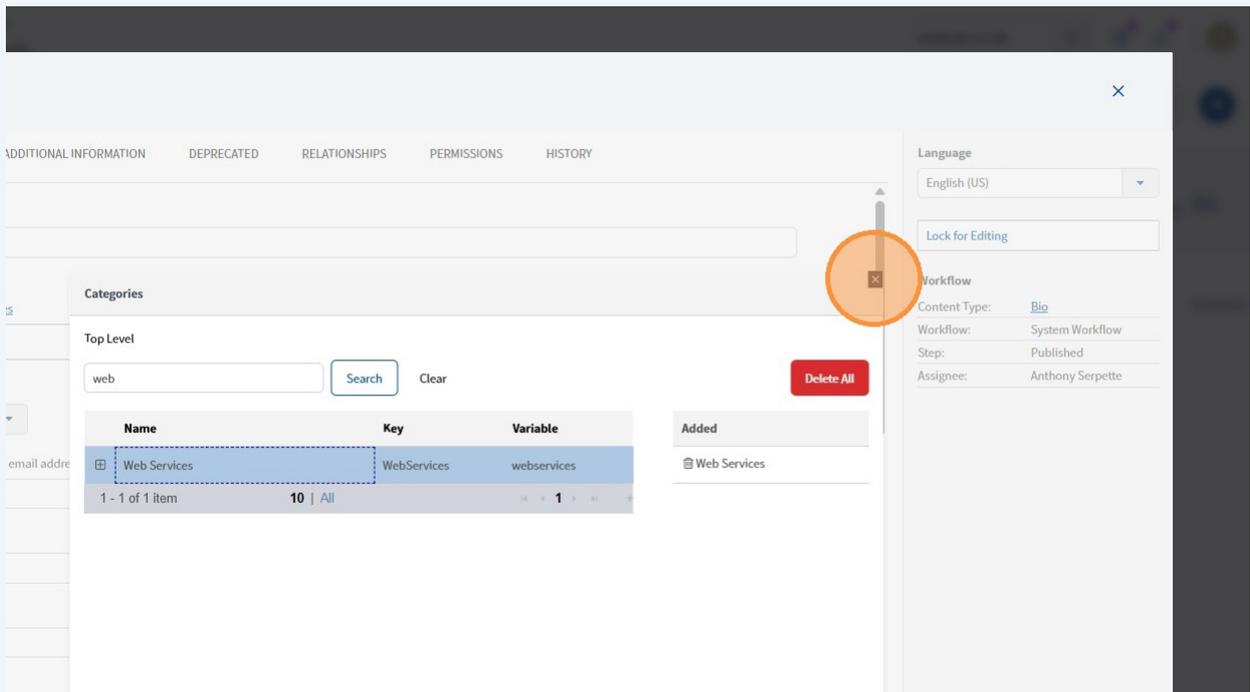
⚠ Special Note: The Display Type has two modes - Normal and Override. By default, the Normal mode will pull in Workday data (like title, phone, email, etc.) and display this when the Profile is viewed. If switched to Override, the Profile data will show the *manually added* infomation. This "should"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

13 Click through the tabs to add more information. On the "Biography" tab, note the Staff Association used in the prior version of the Bios - leave this as is for now. In the new Area of Expertise...

14 ...you can use the "type ahead" feature to select one or more areas.

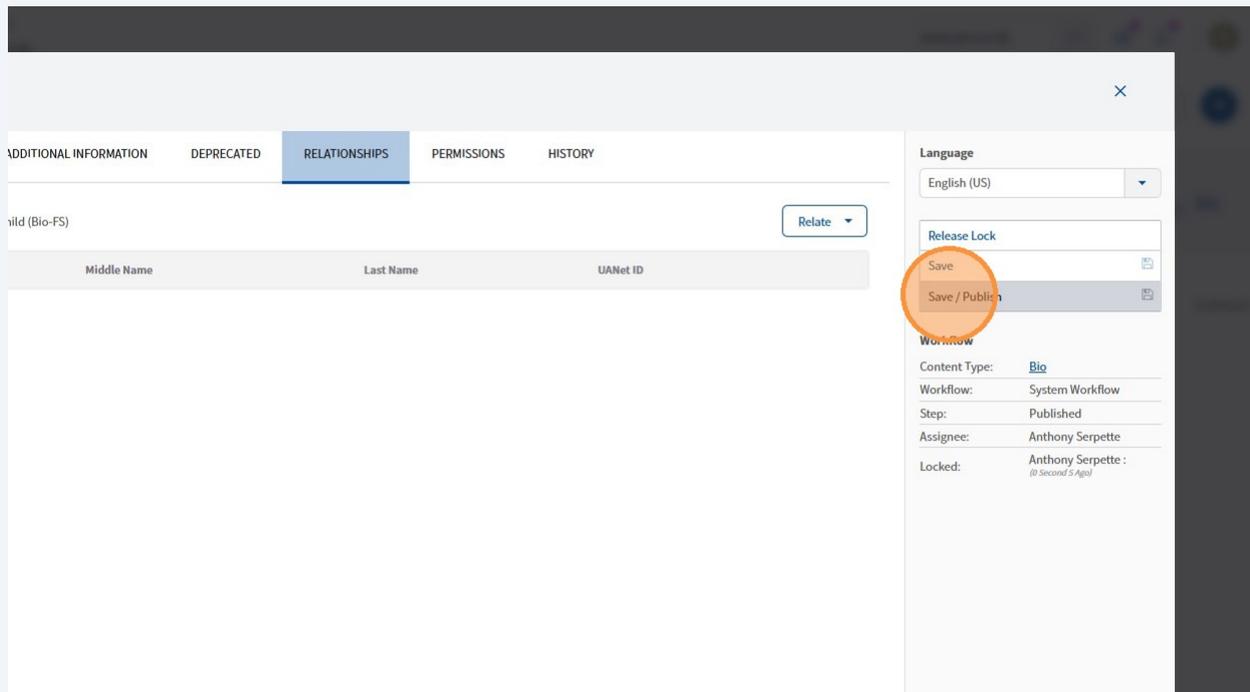**15**   Just type until you find the area, then select from the list.
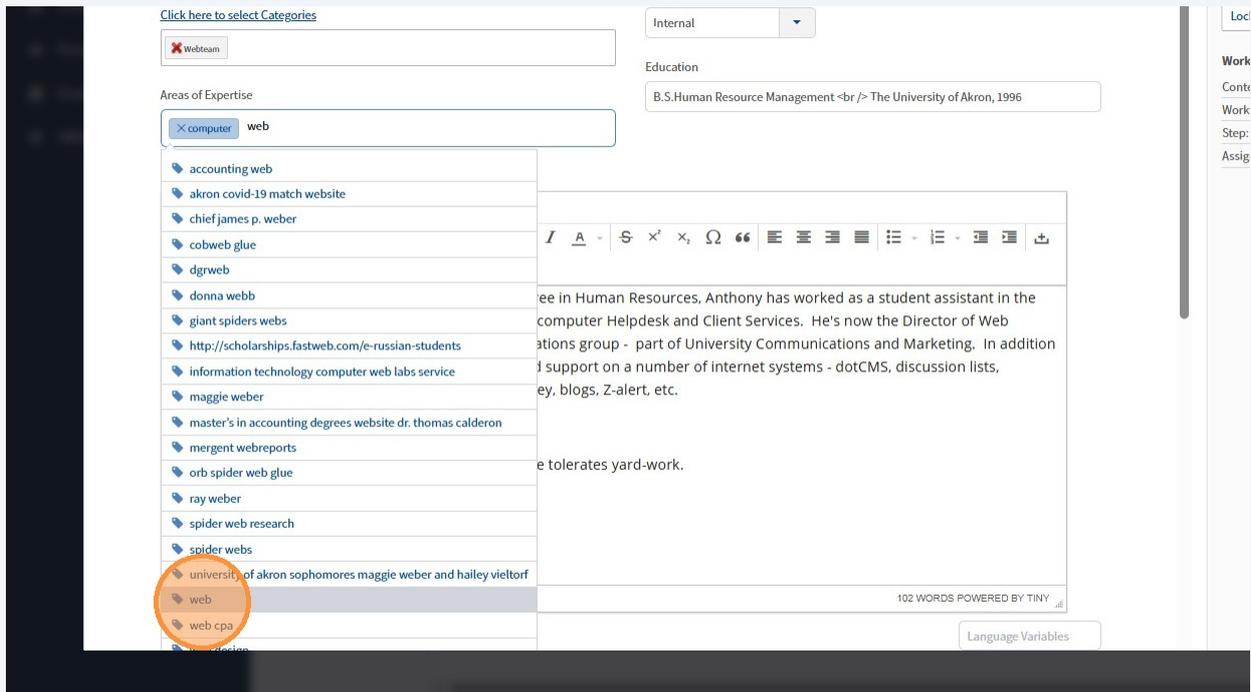
16   Some fields from the prior version of the Bio are being phased out. For now, these are found under the "Deprecated" tab. You can leave this section as-is for the time being.
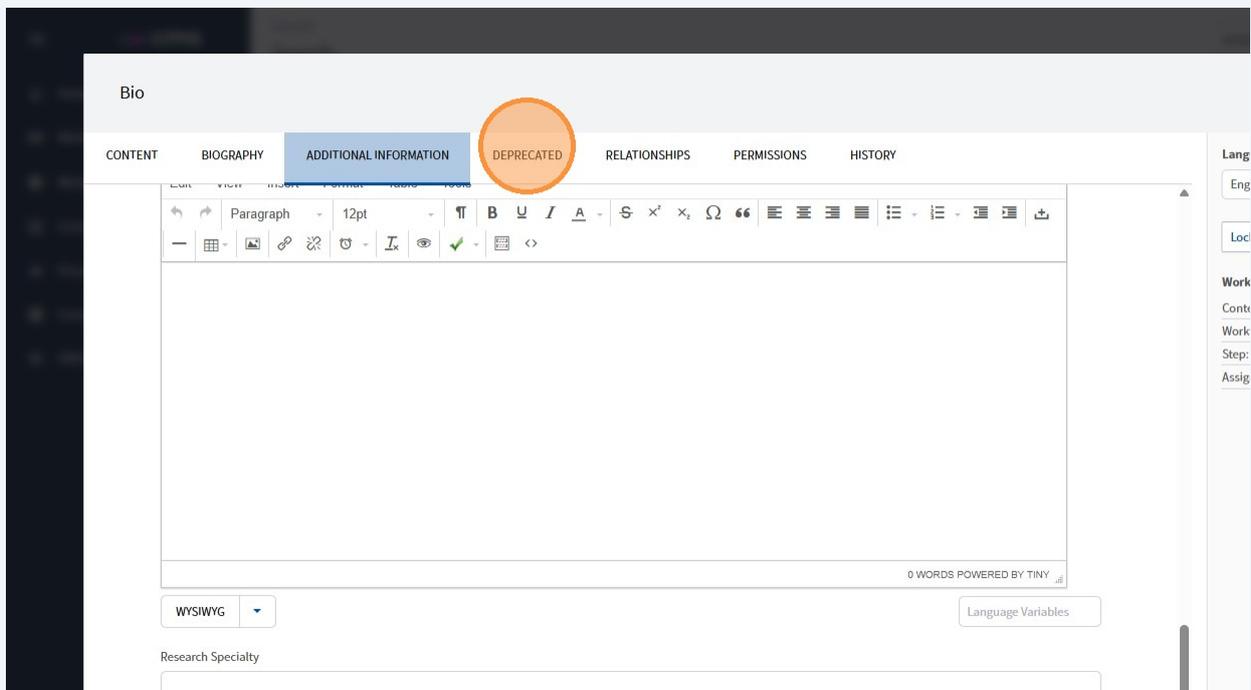
17 When you are done editing, click "Save / Publish" to make your changes live as an existing Bio - and leave this ready for as a new Profile.

18 Click the "x" in upper right hand corner to exit to the list of Bios/Profiles.