

EDITING BIO INFORMATION

Your Villanova bio information is displayed in two places: an AEM bio component on your website staff directory, and within the Bio Tool application.

The Bio Tool Application




The Bio Profile Tool is a web application that dynamically pulls information from the Banner database and was created to ensure a uniform look and feel to all faculty and staff profile pages. Most fields are editable by the individual (these fields have a visible Edit and Save button), however the following are not:

Changes to Your Credential Information

The default contact information (un-editable fields) cannot be manually changed as they must be driven by the University offices (HR/Payroll). If any of these fields are incorrect, such as campus address, phone, and any contact information, then please do one of the following:

- *Changes to Department Name*

If an individual needs to change the name of their department for any reason, a PAF form (Personal Action Form) will need to be filled out and forwarded to HR (Faculty forms will go from Provost to HR).

Department:	Dean-Arts and Sciences	  
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- *Changes to Phone Number or Address Information*

If an individual needs to change their phone number or address information (building, room, etc), a [Help Desk ticket](#) will need to be created for the UNIT – NETCOM group (the Web group cannot make these changes).

Address:	St Augustine Ctr Liberal Arts Rm 105A Dean-Arts and Sciences 800 Lancaster Avenue Villanova, PA 19085	  
Phone Number:	(610) 519-4606	  

Please note: Any changes to **these fields will populate the next day after 10am** when a batch process runs to collect any changes to those fields in the Banner database.

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Editing Your Profile Information

To edit your profile, open the faculty/staff/contact page that displays your profile and click on the link for your name.

- Click on the link under the credential area that says *[Edit Bio]*. This will open the Bio Tool application where you can edit the fields accordingly.
- Should you need a direct link to a bio, please navigate to: <https://webappvip.villanova.edu/bio/edit?mail=firstname.lastname@villanova.edu> (Replacing *firstname.lastname@villanova.edu* with your email) and enter your VU UserID and password.



Editing an existing category:

Click on the **edit button** to the left of each category. If the edit button is grayed out, that information can only be changed in Banner.



Editing a multiple-entry category:

Use the "Insert" button to the left of the category to enter one or multiple entries. For example, under Education, if you have a B.A. and M.A., add one entry, then click Save. Follow the same directions to insert a new item. Each entry will appear as a bulleted item in the profile.



Please Note: Not all fields may have been chosen to display for your area. Please check with your Marketing or IT coordinator to confirm.

Formatting Your Bio Content

When using HTML tags to format your content, please be sure that the tags are correctly formatted, i.e. <opening tag> </closing tag>. Also, when copying content from Microsoft Word, you may need to first paste the information in Notepad so that Microsoft characters are stripped from the text. If not, the characters may corrupt the profile or cause it to not display correctly. You will then need to use the direct link mentioned under "Editing Your Profile" to navigate back to the profile to correct the changes.

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Saving Your Changes

After making edits, click the "Save" icon for that field. When you are finished, click the "Exit and Save" button and then close the edit window. You may then refresh the Bio Page to see the changes. **Please note: Changes must be run through a batch process and may take up to 15 minutes to appear for staff; within the day for faculty.**

Exit & Save



Updating Your Bio Photos

Your bio photos are stored in a specified location and pulled into your AEM bio component display. Please create a Help Desk ticket to the UNIT Web group and attach photo (.jpg format). We will crop the photo to the appropriate size (150x177) that is needed for the application.

Removing the Bio from Search Results

Removing an individual's bio from Google search results involves several steps. **Please Note: Removing the bio component from your page will not completely remove the information from search results.** Before removing the individual's bio component from your staff page, please navigate to their bio profile in the Bio Tool and click "Disable bio Information".

Bio Profile Tool

Please note: If you need help on how to use the BioTool and to edit your profile, please view the instructions in PDF form.

After you edit each field, click the "Save" icon for that field. When you are finished editing your entire bio profile, click the "Exit and Save" button and then close the edit window. Please allow at least 15 MINUTES for the changes to process before refreshing your Bio page to view the changes. Faculty changes to their course list may take a full day once the change is made in Banner.

User's bio information is **ENABLED** [Click to disable bio Information.](#)

Finally, to completely remove BIO from Google search results please create a help desk ticket to the Web group with the name of the individual to be removed. We will then submit a request through Google to remove the reference of the bio page. **This process may take up to a month to be removed from their results history.**