How to Post an Employee Bio

Here are the instructions for putting up the bio that will be available from your entry on the UITS website Staff page.

Go to [http://employee.oscr.arizona.edu](http://employee.oscr.arizona.edu) and log in.

Under Employee Info, click Edit Profile.

Type in your bio information in Profile and Internal Profile.

Profile is what will show in Public View on the Staff page. Internal Profile is what will show when people who work for UITS log in to the Internal View of the Staff page—add different information for internal audiences if you like. For a sample of different bios, see [http://uits.arizona.edu/services/staff?id=2927](http://uits.arizona.edu/services/staff?id=2927), and toggle log in to the Internal View with the button on the upper right.

A limited amount of formatting is available in the Profile sections; see list at bottom of editing box.

Once finished entering bio information, scroll down and click the Update button.

You are done!