



SUBMITTING EMPLOYEE BIO UPDATE REQUESTS

WHAT CAN BE UPDATED?

The Employee can request to update their:

- photo
- biography (can be copied and pasted into the field)
- publications
- office information
- phone information

WHO CAN SUBMIT?

- **The form must be submitted by the Employee requesting the update.**
- Most requests are processed within 1 business day.
- Please contact HR with any questions.

Note: If a name change has occurred, contact HR.

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ACCESS THE REQUEST FORM: Employee Bio Update Request Form

Please note the login information has been changed.

- Your username is your **MarywoodYou portal username plus "@marywoodcloud.edu"**
- Your password is the same as your **MarywoodYOU Portal password**.

Example:

Username: jsmith@marywoodcloud.edu or test00@marywoodcloud.edu

Password: your MarywoodYou/Brightspace password

*Password resets of your main Marywood password can be done at SSRPM Web Interface

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Your information will automatically populate some of the fields.

Enter any changes in the open fields.

Note: biographies can be copied and pasted into the text box.

If you have additional comments for HR, enter them in the comments box (these comments will not be displayed on the site).

Additional Comments to HR

 Submit

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After you have reviewed your changes for accuracy, hit "Submit"

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Upon approval, HR will update Colleague, triggering the updates throughout the site. An email will be sent indicating whether the change are approved or denied.