Bios, Research and More

Did you know you can update your own faculty/staff/graduate student profiles and research entries on the [School of Music website](#)? *It's as simple as: Log in, update, and save!*

Log in to the website to add or edit your bio or CV, note your current office hours, add a link to your personal website, and more. Make a note to update your bio at least annually or more often if you prefer. Don't let a single accomplishment go un-noted!

To update your bio:

1. Under the "People" tab of the website, navigate to your individual profile page
2. Click on the "login" link located in the upper right-hand corner of the screen
3. Log in with your NetID and password
4. Once logged in, a series of tabs will appear at the top of your profile page, click on the "edit" tab
5. Fill in or edit the necessary fields on your profile as you see fit
6. Make sure you click "save" at the bottom of the page when you are finished editing
   Changes can take several minutes to appear once they are saved. If they don't appear immediately, check back in a couple of minutes or try refreshing your screen.

To add research entries:

Faculty: You may also update and add entries to your research profile on the School of Music website. Let us help you document your latest publication or recording.

1. Under the "People" tab of the website, navigate to your individual profile page
2. Click on the "login" link located in the upper right-hand corner of the screen
3. Log in with your NetID and password
4. Once logged in, a series of tabs will appear at the top of your profile page, click on the "add research item" tab
5. Fill in the necessary fields on your research entry as you see fit
6. *IMPORTANT* Make sure you fill in the "people involved" field. This field dictates whose website profile the research entry will show up on.
7. Make sure you click "save" at the bottom of the page when you are finished editing
   Changes can take several minutes to appear once they are saved. If they don't appear immediately, check back in a couple of minutes or try refreshing your screen.