


How to update your bio in VPUE Warehouse

Go to <http://vpuewh.stanford.edu>. Log in using webauth.

Click the “**My Profile**” tab to bring up your profile for editing.

1. At the top you see **Personal Profile [Edit]**. Click [**Edit**] to upload your photo. (You can add comments, if you like, but they are not displayed to the public.) Then click “Back to Profile.”
2. Next is **Biography**: If you already have a bio, it will show in the Biography box. To edit it, click [**Edit**]. You’ll see a screen with any biographies you already have. In the leftmost column, click on the pencil icon () to edit the chosen field.
3. If you don’t have any bio yet, then you must first click [**Add**] to get the screen where you enter it. Put in your name and the bio and click “Save.”
4. Proceed in a similar way to add or edit addresses, phones, etc.
 - i. **Note:** Anything you enter in the “Work” address field will not display. (This is not ITG’s fault; it’s because of a design choice made in PeopleSoft years ago. We apologize.) To display your work address, please put it in the field “**Work2**.”
 - ii. **Note:** when you enter your work phone, be sure to choose “Work” from the dropdown menu so it will display properly.
5. To include links to websites or publications, go to the section “Websites” and click [**Add**] or [**Edit**]. Use the little pencil icon in the same way as #2 above. Choose the correct type for your link and be sure to include a good description. In the public view, the description will appear with your link. (If you don’t give a description, the link will be designated simply by its type, which isn’t very appealing.)

Set **Visibility**: In each field you update, you can use the “Visible From” dropdown to select who can see that particular piece of information. Set Visibility either to **Public** (for your Stanford bio and work contact information) or to **Private** (for your home phone and address). Due to a bug, the **Stanford** visibility setting doesn’t work.

Preview your profile: to see your bio and other information the way it will appear to different users (e.g. public, Stanford, VPUE), look at the box on the right on the **My Profile** page, “**Preview By: (opens a new window)**.” Use the dropdown menu to choose the way you’ll see your preview: PWR. Also, use the “Visibility” dropdown menu to choose the view you’ll see, Private, Public, Stanford, or VPUE. Then click “View.”

