



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.

1

ACCESS THE REQUEST FORM:

[Employee Bio Update Request Form](#)

2

Login using your Marywood credentials.

The screenshot shows a login form for 'frevo'. It has a red header with the 'frevo' logo. Below the header is a 'Sign in' section. There are two input fields: 'Username' with a user icon and 'Password' with a lock icon. A 'Forgot Password?' link is next to the password field. A blue 'Login' button is at the bottom right.

3

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](#)

4

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

5

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.