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.
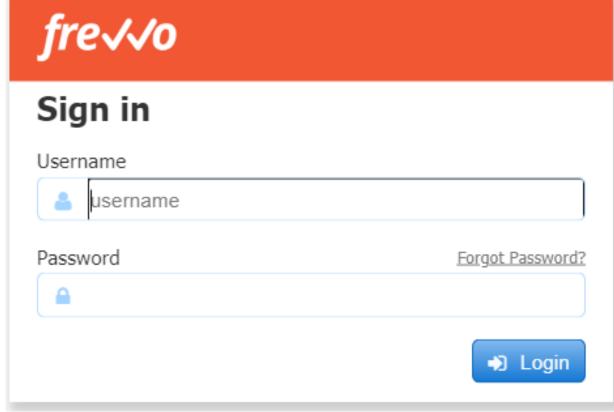- Please contact HR with any questions.

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.

frevvo

Sign in

Username

👤 username

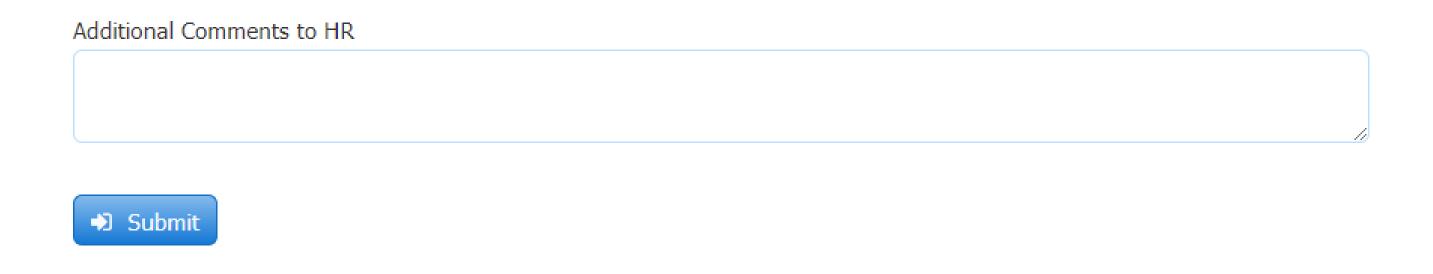Password   Forgot Password?

🔒

🔑 Login

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.

SUBMITTING PROGRAM PAGE UPDATES

1 ACCESS THE ACADEMIC PAGES WEBSITE REQUEST FORM

2 THOROUGHLY READ THROUGH THE INSTRUCTIONS TO ENSURE ALL REQUIREMENTS ARE MET

3 FILL IN THE REQUIRED INFORMATION, INDICATED BY THE RED ASTERISK

4 ONCE YOU HAVE REVIEWED YOUR INFORMATION FOR ACCURACY, CLICK "SUBMIT"

5 MARKETING WILL REVIEW AND RESPOND TO YOUR REQUEST WITHIN 10 BUSINESS DAYS.

6 MARKETING PRIORITIZES LEGAL AND ACCREDITATION REQUESTS OVER GENERAL CONTENT UPDATES.

/pageurl *

ex: https://mint.marywood.edu/pre-physician-assistant-bachelors-degree

Type of Academic Page *

Which type of page are you editing?

Primary Page Manager Email *

Please verify the primary page manager via email address below. (If you are not the page manager, please include an email anyway so we can contact you)

Secondary Page Manager Email *

Please verify the secondary page manager via email address below.

☐ Email me a copy of my responses.

Submit

Never submit passwords through this form. Report malicious form

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