1. The BioBuilder site works only in Internet Explorer!
2. After navigating to the BioBuilder homepage (https://comis.med.uvm.edu/peoplemanagement), sign in on the pop-up window using your COM Net ID and password. Then click on ‘People’ on the left-hand side navigation bar.
3. Type your last name into the search box – then click on your last name to access your bio and information.
1. Prior to editing a bio, review the address(es). To edit or add an address, click on the ‘ADDRESSES’ button on the Create/Edit Person page. (The address list here appears as a drop down menu for selection in “BIOS”).
1. Add an address by clicking ‘CREATE ADDRESS’
2. Remove an address by selecting the check box next to the address you want to remove.
3. To edit an existing address, click on the portion of the address listed under Type (it will be underlined).

1. To edit or add email addresses, click back to Main Menu/CREATE EDIT PERSON, click on the ‘EMAIL ADDRESSES’ button on the Create/Edit Person page.
2. Add a new email address by clicking ‘CREATE EMAIL ADDRESS’.
3. Remove an address by selecting the check box next to the email address which you want to remove.
BIO Edits – add Bio Details Description

Bios are organized by Categories called “bio details”. Your bio at a minimum needs the following bio details populated if appropriate:

1. Academic Appointment
2. Academic Interest
3. Awards and Honors
4. Education
5. Expertise
6. Publications (Peer Reviewed preferred) and/or Publications: Faculty are asked to select **five** most representative of their work and interests and give that information to their department webmaster, including a link to their PubMed or Google Scholar page.
7. Research Grants
8. Research Interests
9. Website (lab or research program site)
A sample of how your web bio will display

Scott Anderson, M.D.
Associate Professor
Director of Residency Program (Pathology)
Department of Pathology

Contact Information
E-mail: Scott.Anderson@uvvm.edu

Education
1988 - 1992 B.S., Chemistry, Biochemistry emphasis, Pacific Union College, Angwin, California
1994 - 1996 Post-Graduate Pathology Fellowship, Loma Linda University School of Medicine, Department of Pathology, Loma Linda, California
1993 - 1994 Medical Officer, St. Mary's Medical Center, Long Beach, California
1992 - 1993 Medical Officer, St. Mary's Medical Center, Long Beach, California
1991 - 1992 Medical Officer, St. Mary's Medical Center, Long Beach, California
1988 - 1991 Medical Officer, St. Mary's Medical Center, Long Beach, California

Academic Appointments
2008 - Present Associate Professor of Pathology, University of Vermont College of Medicine, Department of Anatomic and Cyto-Pathology, Fletcher Allen Health Care, Burlington, VT
2003 - 2008 Assistant Professor of Pathology, University of Vermont College of Medicine, Department of Anatomic and Cyto-Pathology, Fletcher Allen Health Care, Burlington, VT

Awards and Honors
1992 Cum Laude Graduate, Richard Jackson Memorial Award (for showing concern toward fellow students)
1997 Alpha Omega Alpha Honor Medical Society

Publications

For a complete list of Scott R. Anderson's publications, please visit PubMed.
1. To edit bios and bio details, click ‘BIOS’ on the Main Menu/CREATE EDIT PERSON page. This will take you to the Bios page, where any pre-existing bios will be listed.

2. Select “UVM Web Template Bio” on the Bios page to make changes. DO NOT update Comprehensive or “Web” – this is the EZ Site bio and will be made inactive after launch.
1. Click on ‘CREATE A BIO DETAIL’ to add details/information.

2. Select a category for the Detail by choosing one from the drop down menu. You may include any categories you please, but make sure to include the following categories if they pertain to you:
   - Academic Appointment
   - Publications (Peer-Reviewed) – preferred*
   - Academic Interests
   - Research Grants
   - Awards and Honors
   - Research Interests
   - Education
   - Website (for lab and/or research website links)
   - Expertise

*Note – the web template is a summary. Please enter as many publications as you like. For web display purposes, we recommend selecting five publications that are most representative of work and interests. Please provide your specific link URL to PubMed or Google Scholar (see last page of this manual).
1. Click ‘EDIT’ and it will take you to a page with a text box.
2. Enter only 1 of the entries for the category, and the repeat the steps for each separate entry
3. Although entering the information one at a time takes longer, it allows the editor to pick and choose which Details are included in the bio(s). If all the information is entered at once, the Category as whole must be included or excluded from the Comprehensive bio and future bios or edited.

5. Click ‘OK’ when complete. If you would like to add more Details, click ‘SAVE AND ADD ANOTHER’. If you are done adding Details, click ‘DONE’. 
1. Currently, it is not recommended to use the EXPORT button. If you want to work with the bio content in Microsoft Word, you can copy and paste content from the bio preview into a Word document. Use the Clear Formatting command on the Home toolbar to clean invisible formatting before pasting into BioBuilder.
2. Leave the Owner Group on ‘Self’.
3. The Private Checkbox is originally unchecked – keep it unchecked. The Active checkbox is originally checked – keep it checked.

1. Contact Information is the section where the addresses and emails you added earlier can be chosen. Make sure the addresses appear by looking at the preview. Click ‘CHANGE’ to select which addresses show on the bio. However, you cannot edit the addresses from here.
When you are finished with the bio, continue to click ‘SAVE’ and ‘DONE’ until you return to the People page.

Contact the webmaster of your department when you have completed your bio.