

Guide for Self-Service Faculty Bio

1. Login:

www.newschool.edu/faculty-bio-manager/

Enter your **full** Newschool email (include@newschool.edu) and use your N-Number (ID Number) as your password to login.

2. Default Profile/Bio

Your biographical information may be populated from multiple sources. Some faculty may have multiple bios from different schools, if that is the case please edit information from secondary bios into the “Default Profile/Bio” field.

The updated information in the “Default Profile/Bio” should be to be division/school agnostic and reflective of all of your teaching efforts across the university. Once complete, **delete the content from the additional bio fields**. The next time you login to update your bio you will no longer see the additional bio fields.

Note: Please do not paste directly from Microsoft Word into a rich text field, doing so can result in your profile not displaying. Always use the “Paste Plain Text” button when pasting text and reformat using the tools provided.

3. Portfolio/External Links

Use this field to include links to any outside documents (CV/Syllabi) or sites you would like to include. Put the title of a page in the field “Portfolio Display Name #,” and put the URL you would like to link to in the corresponding field “Portfolio URL/Link #.”

4. Photo

Your photo is populated through the University Directory. If you would like to update your photo, an updated photo can be submitted directly to newcard@newschool.edu. All photos must meet these specifications as delineated by Card Services:

- It is strongly advised that photos have a white or off-white (neutral) background.
- Photos must be in a .jpg format.
- Please name photo with your last name and N number (i.e. LASTNAME_N01234567.jpg)
- Head shot should be positioned directly facing the camera.
- Photo should capture from slightly above top of hair to middle of chest.
- Eyes should be open and facing the camera.
- Eyeglasses should be worn if normally used. Include headpieces if worn daily for religious purposes; they should not obscure or cast shadows on the eyes or any other part of the face.

Photos submitted to Card Services will be reviewed and uploaded based on their review and workflow.

If you have any questions or problems, direct them “ATTN: Faculty Bio” via the NSPE email (NSPEInfo@newschool.edu)