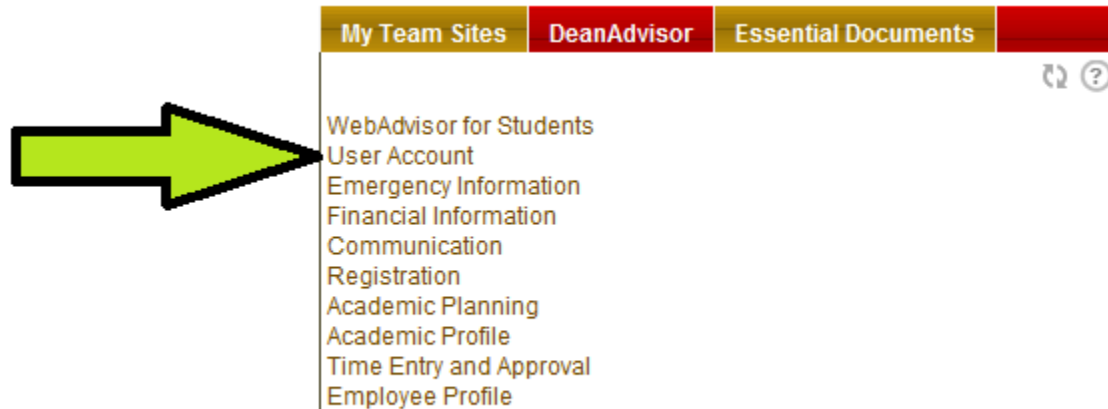


# Bioform Instructions

1. Go to [Today@Dean](https://today.dean.edu) (<https://today.dean.edu>)
2. Enter your username (your full Dean College email address ie: [astudent@student.dean.edu](mailto:astudent@student.dean.edu)) and your password
3. In the bottom, right corner of the screen, click on “DeanAdvisor”



4. Click on “User Account”



5. Click on “Student Biographical Information”



The image shows a navigation menu with four tabs: "My Team Sites", "DeanAdvisor", "Essential Documents", and a red tab. Below the tabs is a list of menu items. A large green arrow with a black outline points to the "Student Biographical Information" item. The menu items are: "WebAdvisor for Students User Account", "I'm New to WebAdvisor", "What's my User ID?", "What's my password", "Student Biographical Information", "Emergency Information", "Financial Information", "Communication", "Registration", "Academic Planning", "Academic Profile", "Time Entry and Approval", and "Employee Profile".

6. Enter/Update your information into each respective field including the Confidential Person Contact Information section at the bottom

7. Click the “I confirm” button

**Note: You must enter data into all of the mandatory fields.**

8. Once you have successfully completed this form, the “Parent Biographical Information” form will appear

9. The name of your Parent(s)/Guardian(s) should appear in a box at the top of the page:

1. Indicate if this person should be your emergency contact by clicking the box under ‘Emergency Contact’

2. Click the ‘Submit’ button at the bottom of the page

3. To add another Parent/Guardian – enter all of the information in the spaces below:

1. First Name

2. Middle Name or Initial

3. Last Name

4. Gender

5. Indicate if this person is your emergency contact

6. Relationship to you

7. Email address

8. Confirm email address

9. Address information

10. Phone numbers

10. Click the “Submit” button