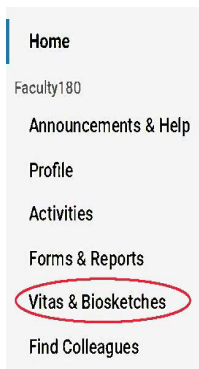
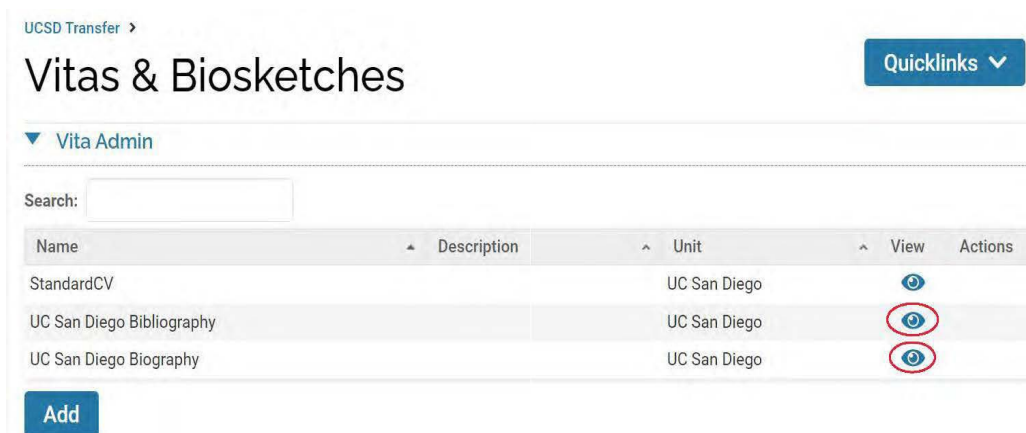


How to Create a Biobib

1. Log in [Faculty180](#).
2. Use Single Sign-On
3. Sign On Using: Business systems/Active Directory
4. Account: Choose University of California – San Diego
5. Click **Vitas & Biosketches** from the Navigation menu



6. Find the **Biography or Bibliography** option and click on the blue eye button under the View column.



7. The **Type** box should show as **Biography or Bibliography (UC San Diego)**. Update the **date range** for the review period in which the biobib covers.

- Selecting **All** will show you all activities
- Select **Custom** to define a specific review period
-

UCSD Transfer > Vitas & Biosketches >

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

UC San Diego Bibliography (UC San Diego)

Date range* All Custom

Hide date range in vita output

Note: date range only applies to items from activity input

Note: The standard *Bibliography* and *Biography* are separated to provide the option to create a *custom* date range or select *all* for the data output. The two documents will be combined to create a pdf of the Biobib form.

UCSD Transfer > Vitas & Biosketches >

Vitas & Biosketches

View Vita

Vita Options

Type* Institutional Personal

UC San Diego Biography (UC San Diego)

Date range* All Custom

Begin* End*

Fall 2020 Fall 2023

Note: Use the created *Bibliography* option for your school/department

8. Click **Refresh Vita**.

9. The **Biography** or **Bibliography** will appear in the type box. Select **Export/Share** then select **PDF** or **WORD DOCUMENT** to create the **Biography/Bibliography** combine to create **Biobib Form** that will be used in review files.

Refresh Vita

Export/Share Print

Export To

Word Document

PDF

Share

Web Link

Current Position

Label

Current Academic Rank

Assistant

Note: The Biography should be exported as a pdf document (minimal customization – draw line to delineate between new/old activities) and the Bibliography should be exported as a word document to allow for additional customization (i.e., bolding candidate name, numbering, adding headers for section B and Section C, etc.)