


## MANUALLY UPDATE TRAINING DATE IN BIO

1. Log into [BIO](https://ehs.ucop.edu/bio/) (<https://ehs.ucop.edu/bio/>) with your Kerberos login and passphrase.
2. Click on icon in the top left corner of the window (  ).
3. Select **My BUAs**.
4. Click on the BUA that needs to be updated.
5. Click on **Authorized Personnel** on the left hand side.
6. Click on the person's name whose training needs to be updated.
7. Update the training date, or correct the entry.
8. Click [**Save**] at the bottom of the page.