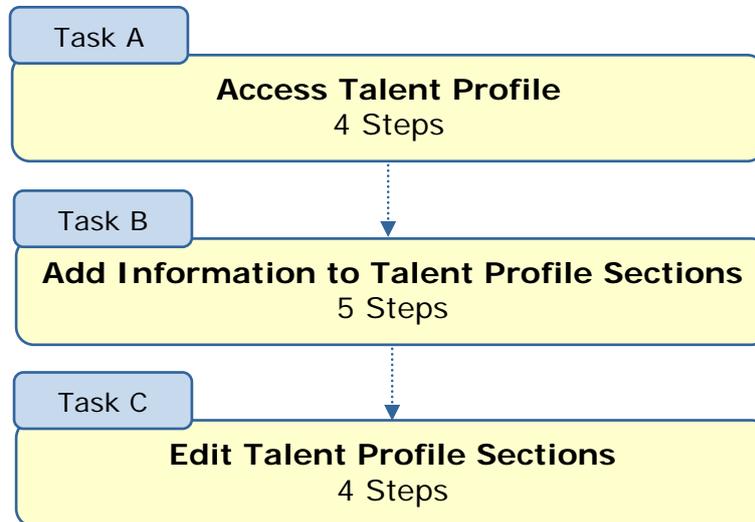


Job Aid: Accessing and Modifying Talent Profile

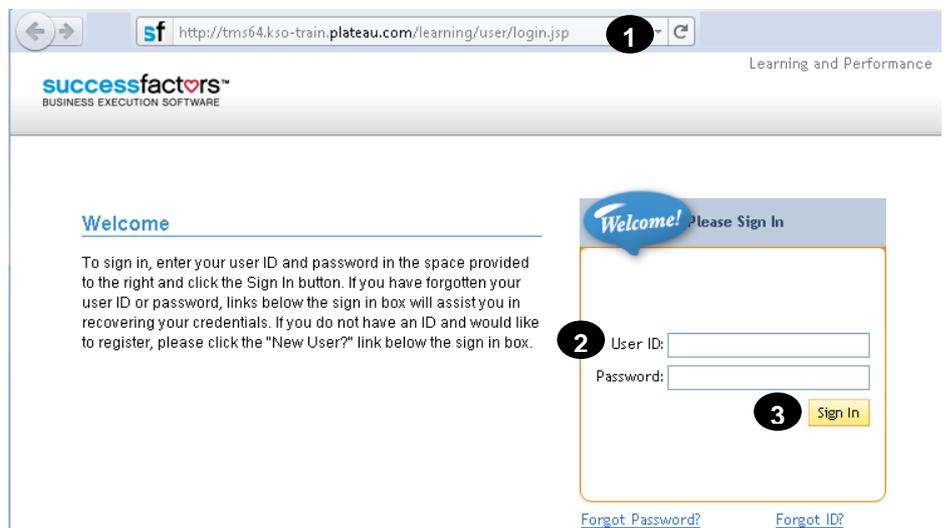
Purpose

The purpose of this job aid is to guide users through the step-by-step process of accessing their talent profiles, adding information to their profiles, and editing existing talent profile information.



Task A. Access Talent Profile

- 1** Enter the web address (URL) of the user application into your browser *Address* field and press the Enter key.
- 2** Enter your user ID in the **User ID** textbox.
Enter your password in the **Password** textbox.
- 3** Click **Sign In**.



<p>4 Click your user name in the User Card on your Home page.</p> <p>or</p> <p>4 Click the Your Talent Profile is incomplete link in the Alerts section of your Home page.</p>	
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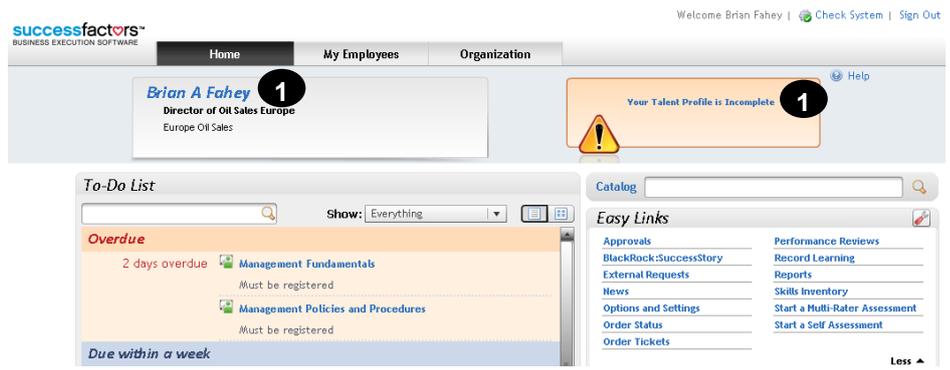
<p>Your talent profile displays.</p>	
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Use the icons as described below to view information in the talent profile:

Icon	Description
	Expand icon: Click to expand the section to see additional information. The icon turns into a minus sign icon.
	Click the minus sign icon to return to default view.
	Edit icon: Click this icon to edit the information. Only information with this icon can be edited by the user; all other data can be updated by sending email to the admin.
	Add icon: Click this icon to add additional information for that section.

Task B. Add Information to Talent Profile Sections

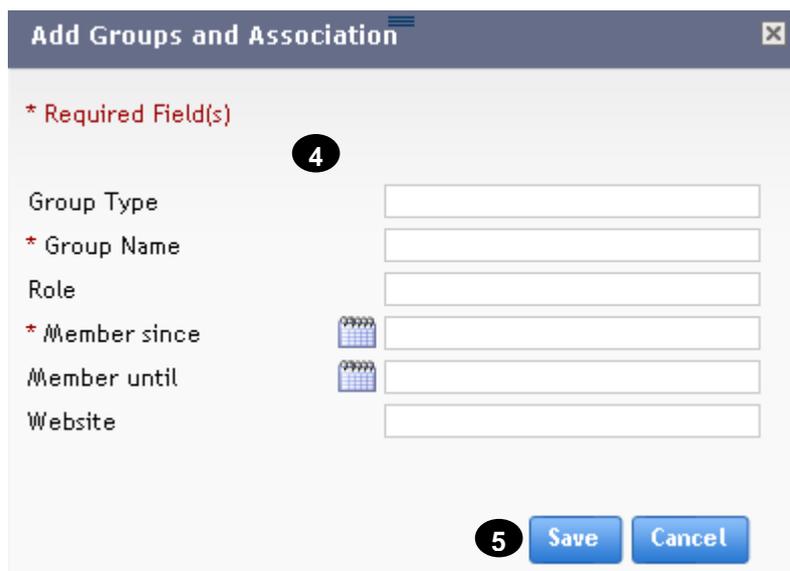
- 1 Click your user name in the User Card on your Home page.
- or
- 1 Click the **Your Talent Profile is incomplete** link in the Alerts section of your Home page.



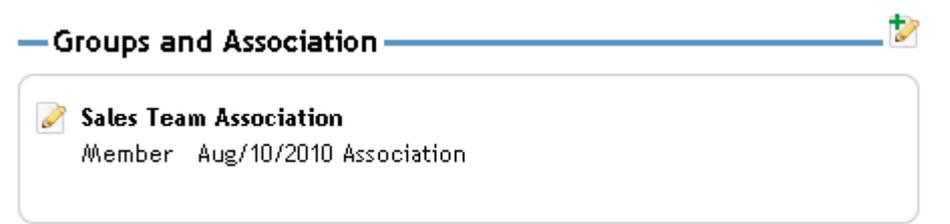
- 2 When your talent profile appears, locate the section to which you want to add information.
- 3 Click the **Add** icon () to add information to the section.



- 4 Enter the information as appropriate.
- 5 Click Save.



The information displays in the talent profile section.

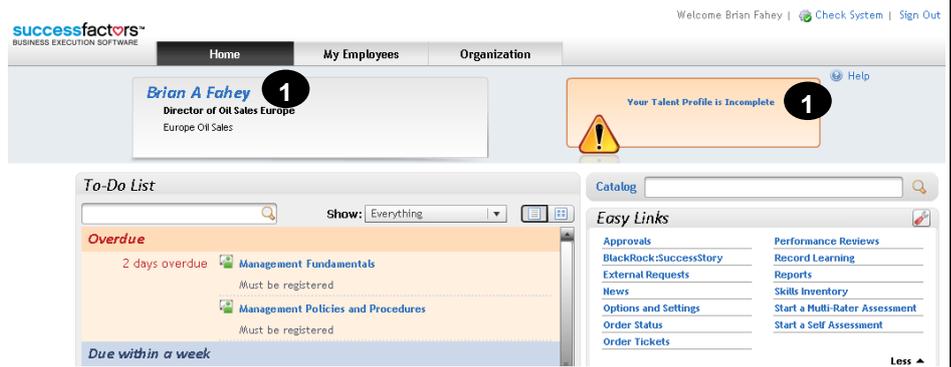


Task C. Edit Talent Profile Sections

- 1 Click your user name in the User Card on your Home page.

or

- 1 Click the **Your Talent Profile is incomplete** link in the Alerts section of your Home page.



- 2 Locate the section to which you want to edit information.
- 2 Click the **Edit** icon () to access the section in edit mode.



- 3 The Edit dialog box displays.
Change the information as appropriate.
- 4 Click **Save** to save your changes.

