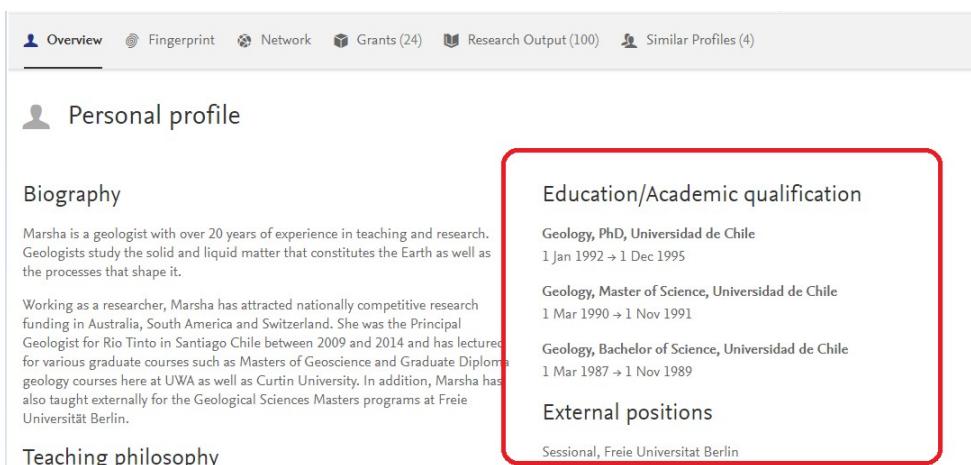


How do I update my education, qualifications and external positions?

The **Overview** tab within your public profile allows you to present a range of information about yourself.

*These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can add or edit your education, qualifications and external positions (i.e. the right side of your public profile in the **Overview** tab).*



Personal profile

Biography

Marsha is a geologist with over 20 years of experience in teaching and research. Geologists study the solid and liquid matter that constitutes the Earth as well as the processes that shape it.

Working as a researcher, Marsha has attracted nationally competitive research funding in Australia, South America and Switzerland. She was the Principal Geologist for Rio Tinto in Santiago Chile between 2009 and 2014 and has lectured for various graduate courses such as Masters of Geoscience and Graduate Diploma geology courses here at UWA as well as Curtin University. In addition, Marsha has also taught externally for the Geological Sciences Masters programs at Freie Universität Berlin.

Teaching philosophy

Education/Academic qualification

Geology, PhD, Universidad de Chile
1 Jan 1992 → 1 Dec 1995

Geology, Master of Science, Universidad de Chile
1 Mar 1990 → 1 Nov 1991

Geology, Bachelor of Science, Universidad de Chile
1 Mar 1987 → 1 Nov 1989

External positions

Sessional, Freie Universität Berlin

Keywords are also presented in this section. For more information on **Keywords**, visit our FAQ on [how to add keywords to your profile](#).

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here.**
3. Log in with your UWA Office365 login details.
staffnumber@uwa.edu.au and Pheme password, or
studentnumber@uwa.edu.au and Pheme password

1. Once logged in, click **Edit profile**.

Welcome to the UWA Profiles and Research Repository

The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)



Blake Shant

 [My public profile](#)

 [Add curriculum vitae](#)

 <https://orcid.org/0000-0003-4049-0003>

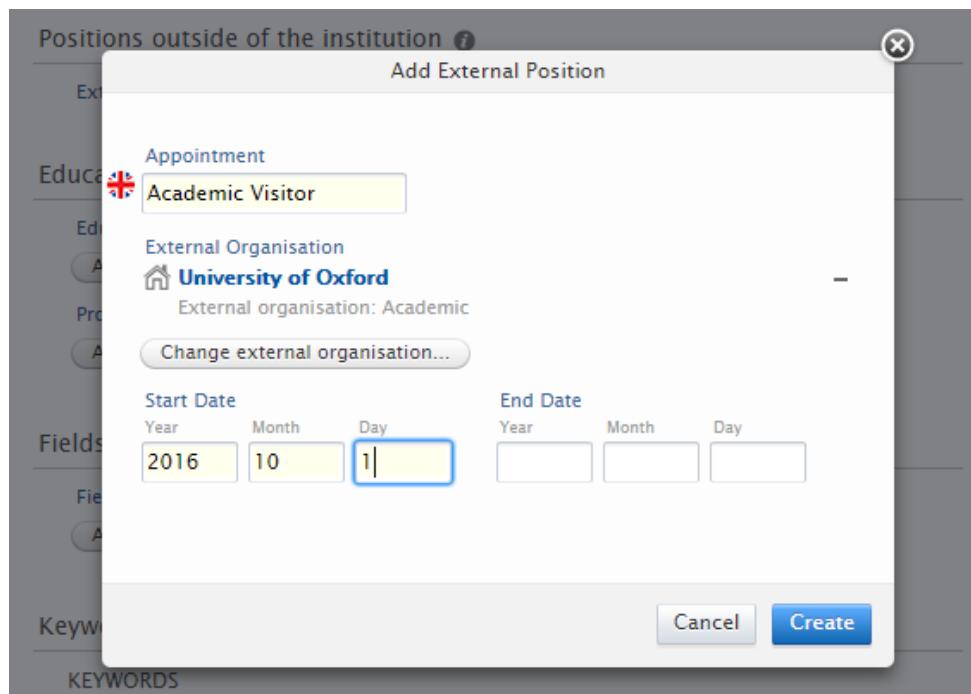
2. To add external positions, scroll down to the **Positions outside of the institution** section and click **Add External Position**.

Positions outside of the institution

[External positions](#)

[Add External Position...](#)

3. Record any professional appointments you have outside of UWA, such as board or committee memberships. If the position is ongoing, simply do not add an end date.



Positions outside of the institution 

Add External Position

External positions

Appointment

Academic Visitor

External Organisation

University of Oxford

External organisation: Academic

Change external organisation...

Start Date

Year: 2016 Month: 10 Day: 1

End Date

Year: Month: Day:

Fields

Keywords

KEYWORDS

Cancel Create

4. Once you have finished recording an external position, click **Create**.
5. To add information about your education or qualifications, navigate to the **Education/Qualification** section.

Education/Qualification

[Education/Academic qualification](#)

[Add education/academic qualification...](#)

[Professional Qualifications](#)

[Add professional qualification...](#)

6. Click **Add education/academic qualification** and record your details in the pop-up screen.

Positions outside of the institution [i](#)

Add education/academic qualification

Field of Study
UK

Qualification
UK

Project Title
UK

Award Date
01/02/1998 [Calendar](#)
Example: 21/10/2002

Organisation
UK **University of Madeira**
External organisation: Academic

Start Date **End Date**
Year Month Day Year Month Day
1994 1 1 1997 12 1

[Cancel](#) **Create**

Note: The **Project Title** field does not display on your public profile.

7. Click **Create**, then click the **Save** button at the bottom of the screen.

Remember: When updating fields in your profile, the **Create or Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

