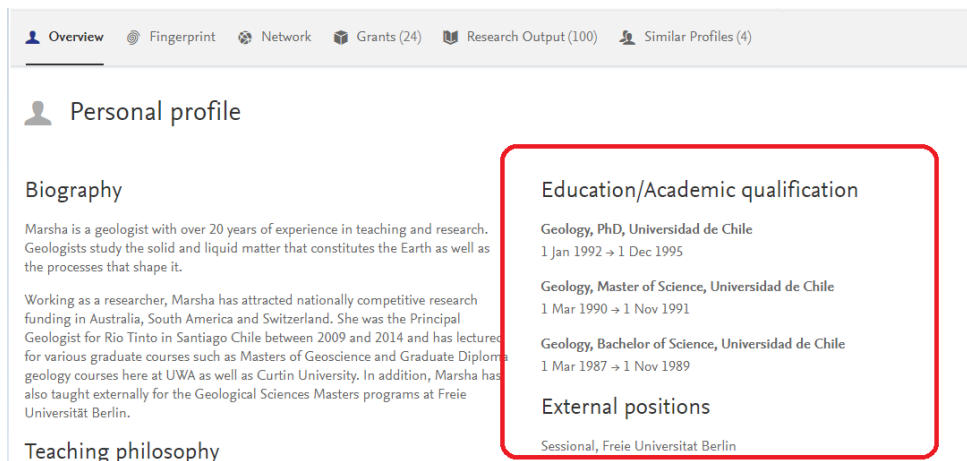


How do I update my education, qualifications and external positions?

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).*



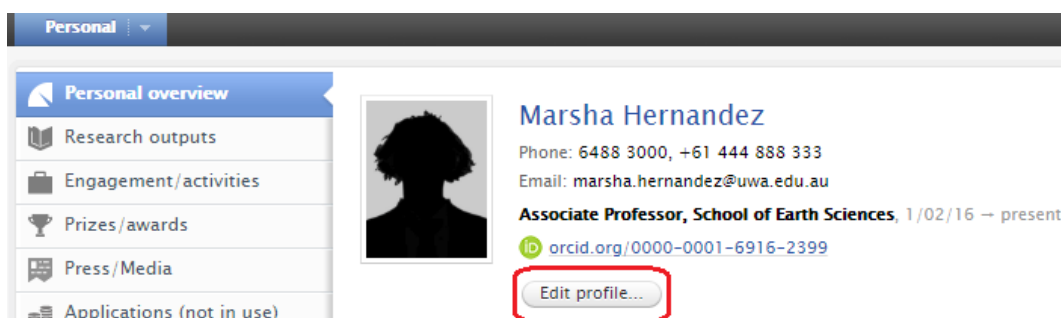
Keywords are also presented in this section. For more information on **Keywords**, visit our FAQ on [how to add keywords to your profile](#).

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **Profiles & Research Repository login**:
3. Log in with your UWA login (PHEME) details



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



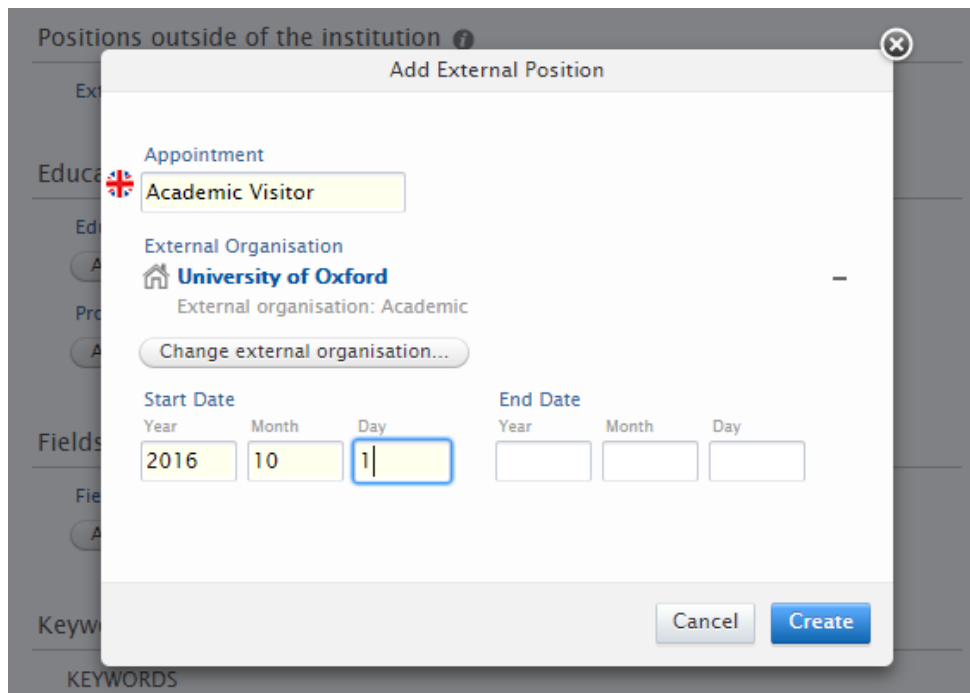
2. To add external positions, scroll down to the **Positions outside of the institution** section and click **Add External Position**.

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 ?

External positions

[Add External Position...](#)

Appointment

Academic Visitor

External Organisation

University of Oxford

External organisation: Academic

[Change external organisation...](#)

Start Date

Year Month Day

2016 10 1

End Date

Year Month Day

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 ✕

Add education/academic qualification

Field of Study ✕

✕

Qualification ✕

✕

Project Title ✕

✕

Award Date ✕

Example: 21/10/2002

Organisation ✕

University of Madeira

External organisation: Academic

Start Date ✕ End Date ✕

Year	Month	Day	Year	Month	Day
<input type="text" value="1994"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1997"/>	<input type="text" value="12"/>	<input type="text" value="1"/>

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).

