

How do I add a title or academic degree to my profile?

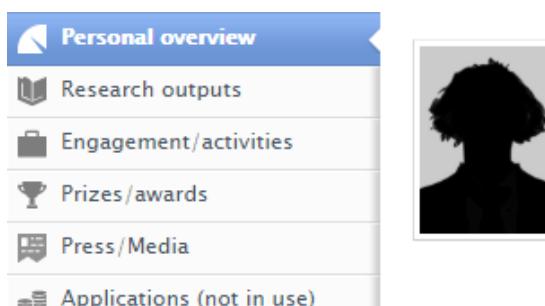
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can add additional titles or academic degrees to your profile.

Login to start:

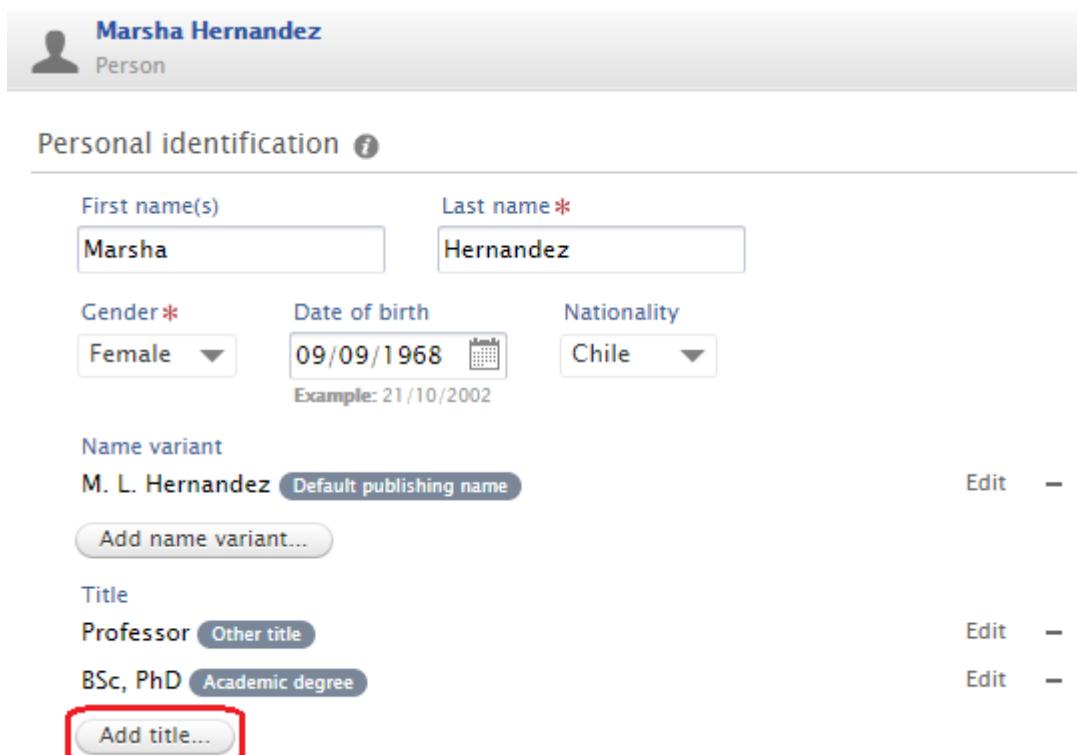
1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **UWA Profiles and Research Repository login**
3. Log in with your UWA login (Pheme) details



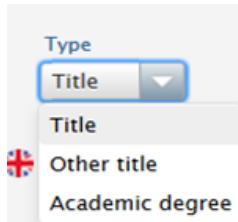
1. Once logged in, click **Edit profile**.

A screenshot of the 'Personal overview' page. It shows a sidebar with links: 'Personal overview' (selected), 'Research outputs', 'Engagement/activities', 'Prizes/awards', 'Press/Media', and 'Applications (not in use)'. To the right is a profile picture of Marsha Hernandez, her name, contact information, title, and ORCID ID. A red box highlights the 'Edit profile...' button.

2. Under **Personal Identification**, click **Add title**

A screenshot of the 'Personal identification' page. It shows fields for 'First name(s)', 'Last name*', 'Gender*', 'Date of birth', 'Nationality', 'Name variant', 'Title', and 'Academic degree'. A red box highlights the 'Add title...' button.

3. Select either **Other title** or **Academic degree** according to the information you would like to add. The **Title** field is synchronised from Alesco and cannot be changed.



4. Enter the title or academic degree in the field provided, then click **Create**.
5. Click **Save** 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).

