

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

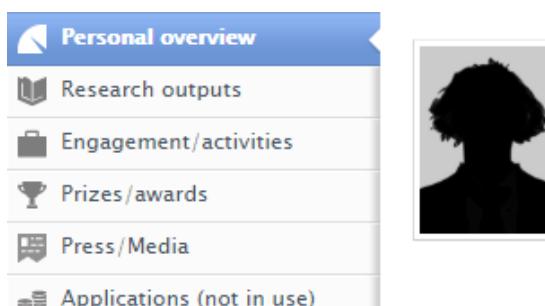
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can add additional titles or academic degrees to your profile.

### Login to start:

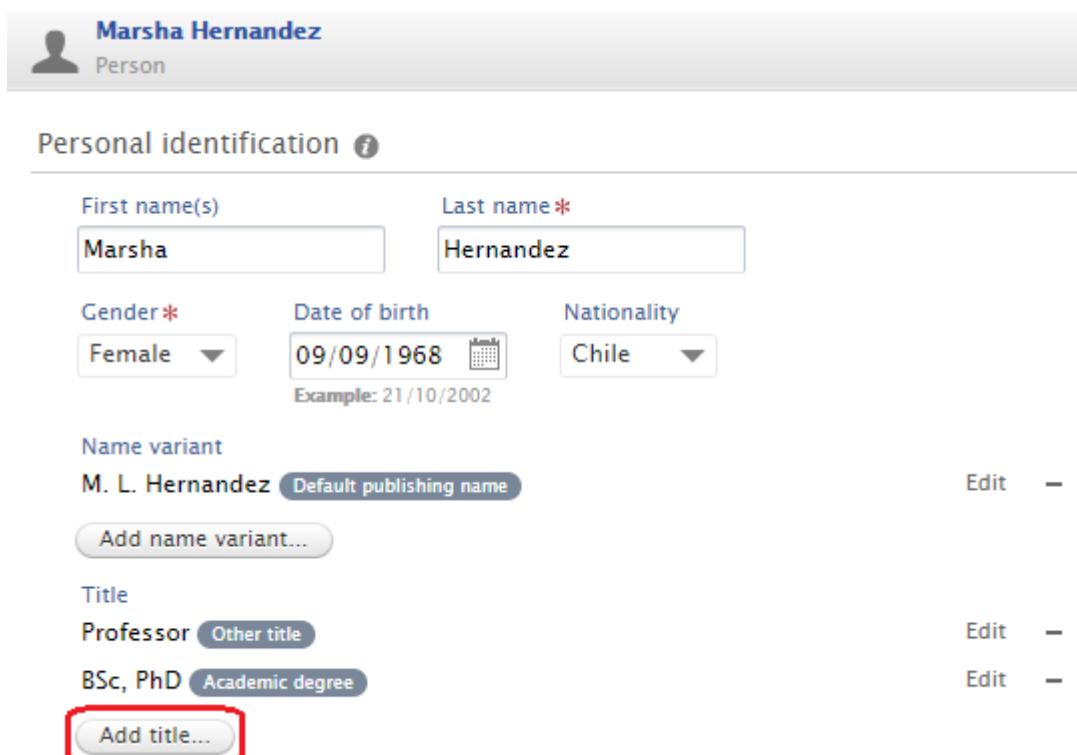
1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **UWA Profiles and Research Repository login**
3. Log in with your UWA login (Pheme) details



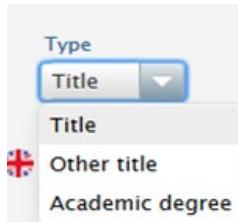
1. Once logged in, click **Edit profile**.

A screenshot of the "Personal overview" page for Marsha Hernandez. On the left, a sidebar lists "Research outputs", "Engagement/activities", "Prizes/awards", "Press/Media", and "Applications (not in use)". In the center, there is a placeholder profile picture and the name "Marsha Hernandez". To the right, contact information is listed: "Phone: 6488 3000, +61 444 888 333" and "Email: marsha.hernandez@uwa.edu.au". Below this, her title is listed as "Associate Professor, School of Earth Sciences, 1/02/16 – present". Her ORCID ID is shown as "orcid.org/0000-0001-6916-2399". A blue "Edit profile..." button is highlighted with a red box.

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

A screenshot of the "Personal identification" page. It shows the user's name "Marsha Hernandez" and "Person". Below this, there are fields for "First name(s)" (Marsha) and "Last name" (Hernandez). Under "Personal identification", there are fields for "Gender" (Female), "Date of birth" (09/09/1968), and "Nationality" (Chile). There is also a "Name variant" section with "M. L. Hernandez" and a "Default publishing name" button. At the bottom, there are sections for "Title" (Professor, Other title) and "Academic degree" (BSc, PhD, Academic degree). A blue "Add title..." button is highlighted with a red box.

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.



Refer to the [UWA Style Guide](#) for standardised abbreviations of postnominals/qualifications.

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).

