

## How do I add teaching units to my profile?

You can add current UWA **Teaching units** to your profile. They will display under the **Units** tab on your public profile.

It is recommended that you update your profile each Semester to remove units that are no longer running.

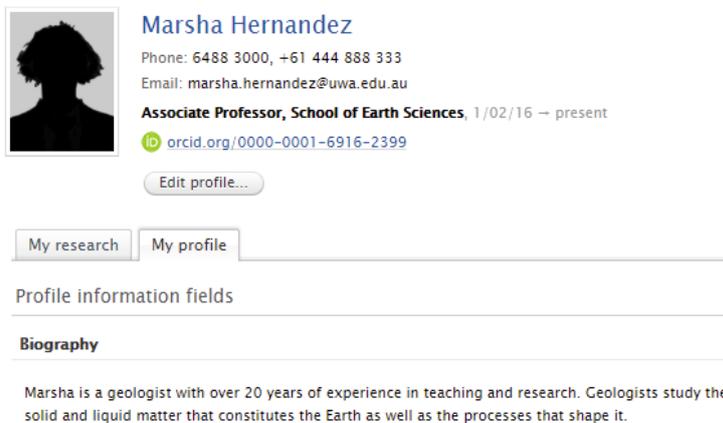
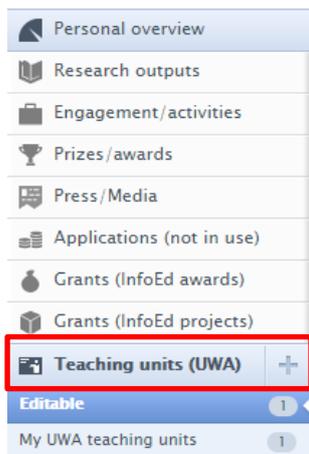


### Login to start:

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. Click **Teaching units (UWA)** on the left hand menu, then click the **+** symbol to create a new record.



2. To add a unit **Title**, enter the unit code followed by a space and then the unit title.

Title \*

3. Enter the **Start date** for the unit. An **End date** is not compulsory.

- Under **Taught by**, you can add other staff teaching in this course.

Taught by ⓘ

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Taught by \*

 **John Howard Smith** (John Smith)  
Internal person

 **School of Earth Sciences**  
Organisational unit: School

- Under **Course level**, select from the options **Undergraduate**, **Postgraduate Coursework**, or **Postgraduate Research**.

Course level

Undergraduate ▼

- Under **Format**, select from the options **Course** or **Unit**.

Format

Course ▼

It is not necessary to enter anything in the **Occurrences** field.

- Click the **Save** button at the bottom of the screen.

Once a **Teaching unit** has been added, it will display under your **Editable** teaching units. To edit a **Teaching unit**, click on the unit title to open the record.

 Prizes/awards	<p>▶ <b>EART1104 Discovering Earth</b> <a href="#">Marsha Hernandez</a> 26/02/18 – 22/06/18 Teaching units (UWA): Teaching unit (UWA) &gt; Cours</p>
 Press/Media	
 Applications (not in use)	
 Grants (InfoEd awards)	
 Grants (InfoEd projects)	
 <b>Teaching units (UWA)</b> +	
<b>Editable</b> ⓘ	

**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).

