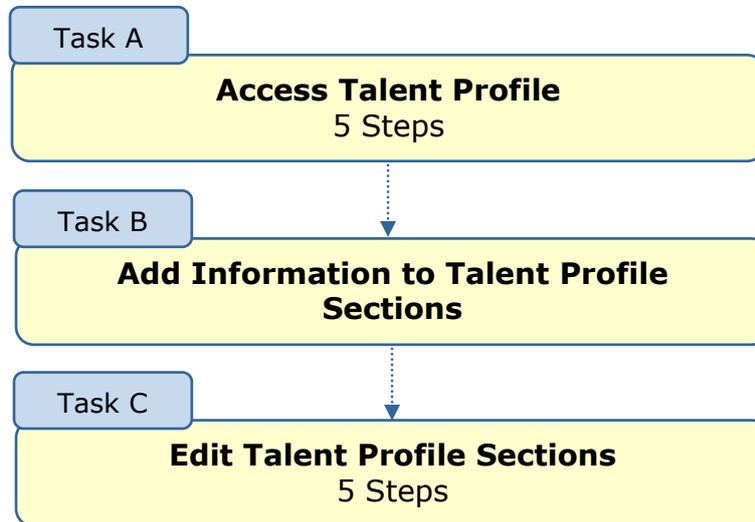


Job Aid: Access and Modify Talent Profile

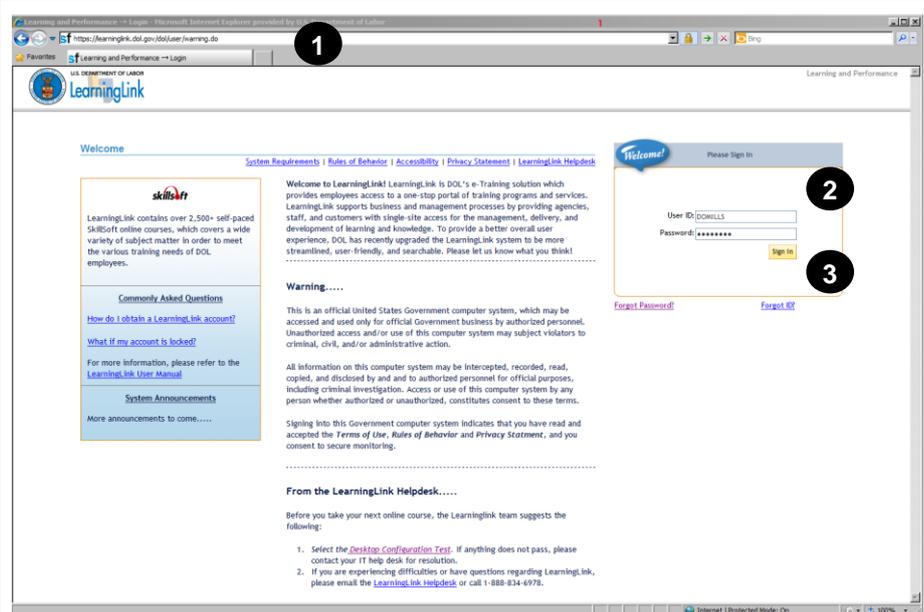
Purpose

The purpose of this job aid is to guide users through the step-by-step process of accessing their talent profiles, adding information to their profiles, and editing existing talent profile information in LearningLink.

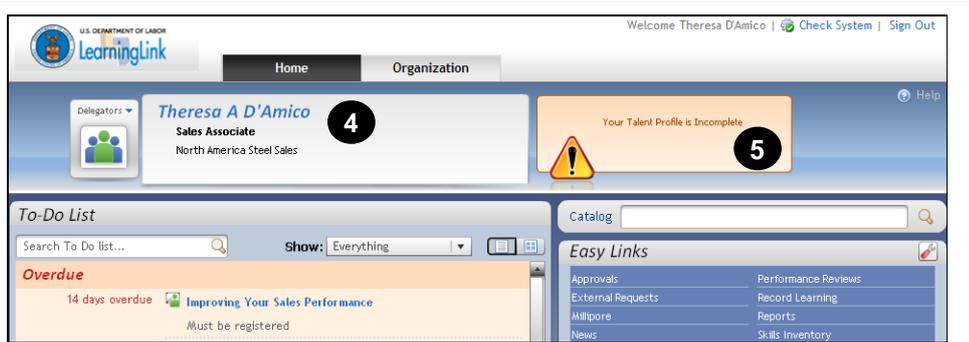


Task A. Access Talent Profile

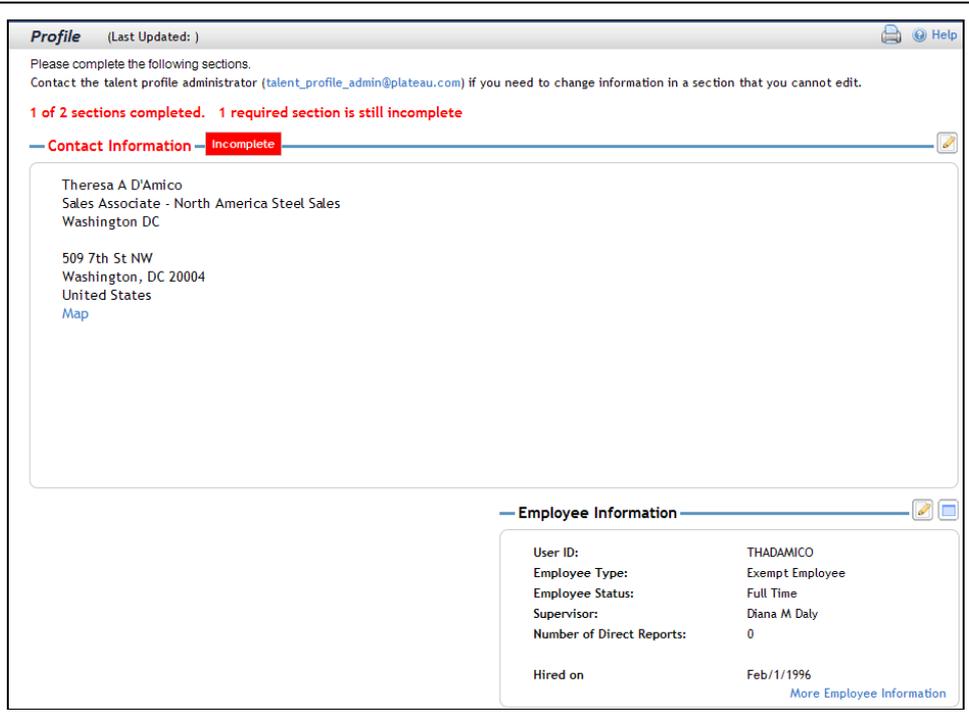
- 1 Enter the web address (URL) of the user application into your browser *Address* field and press the **Enter** key.
- 2 Enter your user ID in the **User ID** textbox.
Enter your password in the **Password** textbox.
- 3 Select **Sign In**.



- 4** Select your user name in the User Card on your Home page.
- or
- 5** Select the **Your Talent Profile is incomplete** link in the Alerts section of your Home page.



Your talent profile displays.

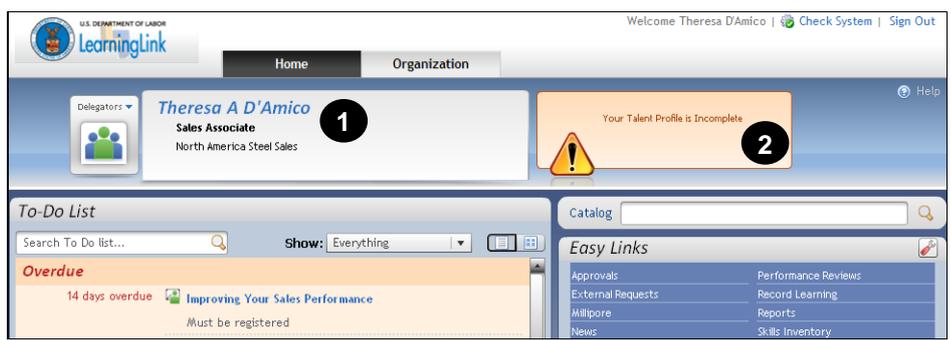


Use the icons as described below to view information in the talent profile:

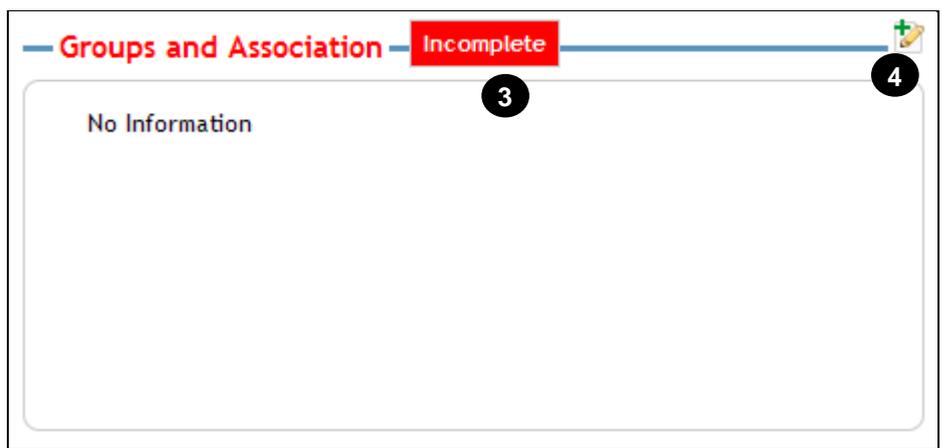
Icon	Description
	Expand icon: Select to expand the section to see additional information. The icon turns into a minus sign icon. Select the minus sign icon to return to default view.
	Edit icon: Select this icon to edit the information. Only information with this icon can be edited by the user; all other data can be updated by sending email to the admin.
	Add icon: Select this icon to add additional information for that section.

Task B. Add Information to Talent Profile Sections

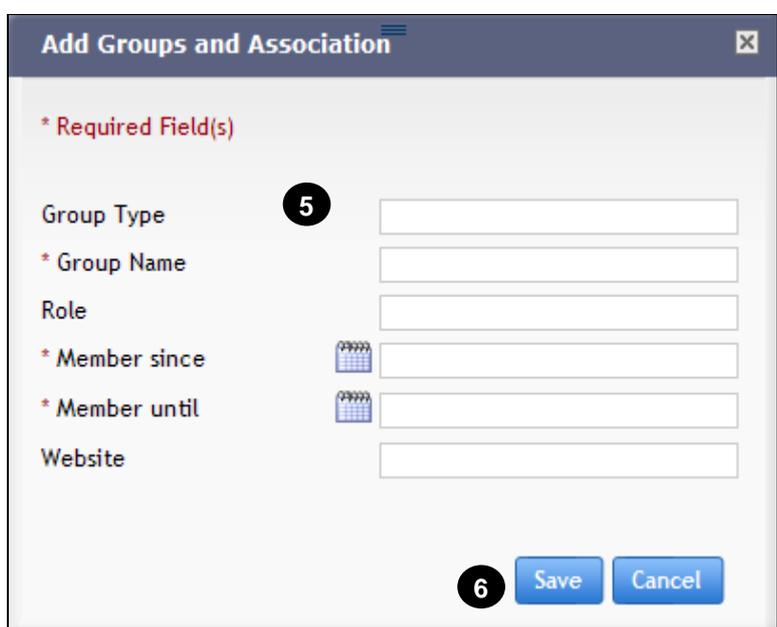
- 1 Select your user name in the User Card on your Home page.
- or
- 2 Select the **Your Talent Profile is incomplete** link in the Alerts section of your Home page.



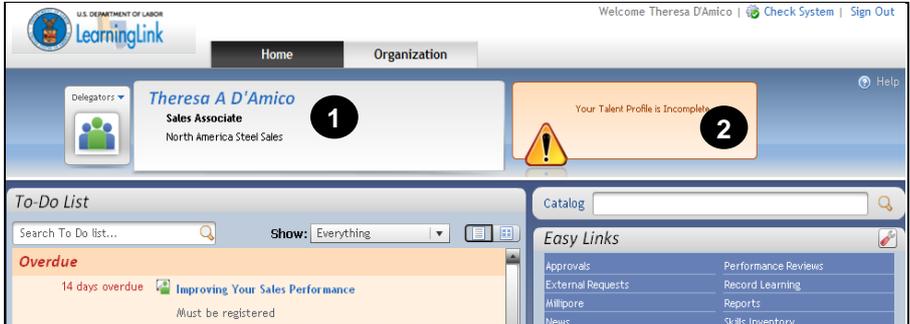
- 3 When your talent profile appears, locate the section to which you want to add information.
- 4 Select the **Add icon** (+) to add information to the section.

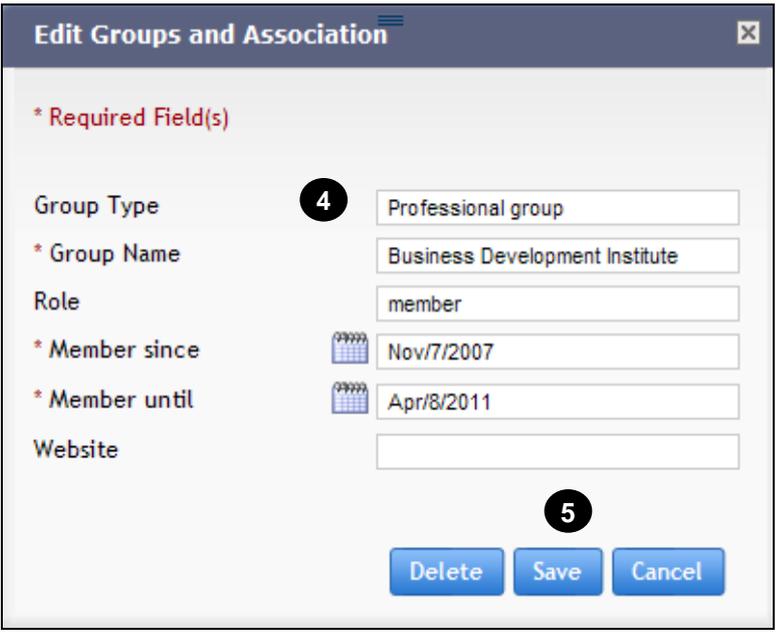


- 5 Enter the information as appropriate.
- 6 Select **Save**.



<p>The information displays in the talent profile section.</p>	
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Task C. Edit Talent Profile Sections	
<p>1 Select your user name in the User Card on your Home page.</p> <p>or</p> <p>2 Select the Your Talent Profile is incomplete link in the Alerts section of your Home page.</p>	
<p>3 Locate the section to which you want to edit information.</p> <p>Select the Edit icon () to access the section in edit mode.</p>	

<p>4 The Edit dialog box displays. Change the information as appropriate.</p> <p>5 Select Save to save your changes.</p>	
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