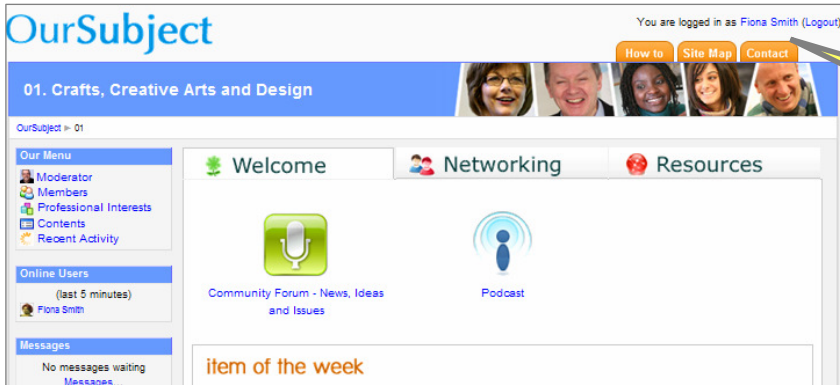


How to... Edit specialism profile



1. To edit your specialism profile, click on **Your Name**.

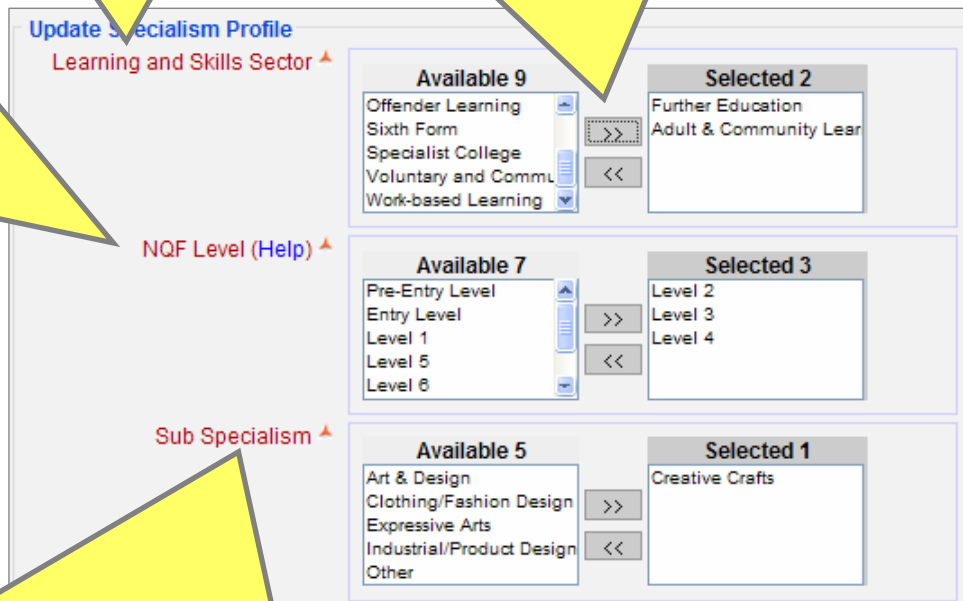
2. Click on **Edit Specialism Profile**.



3. **Learning and Skills Sector:** select (by clicking) the type(s) of institution(s) within which you currently work.
Note: you can select more than one by dragging the mouse or holding the shift/control button.

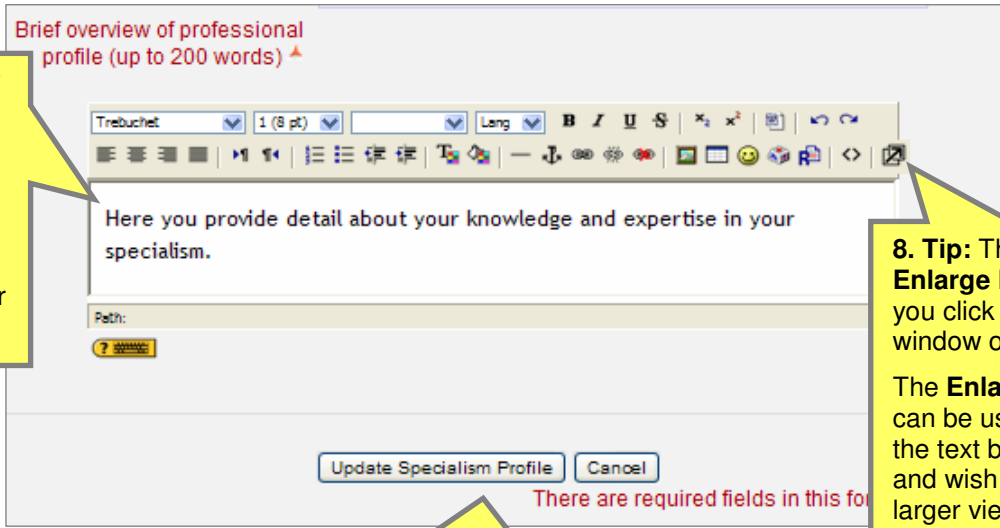
4. Use the forward and backward arrows to select or deselect choices. Your choice(s) will appear in the **Selected** box.

5. **NQF Level:** select (by clicking) the level(s) you teach in your specialism.
Note: you can click the **Help** tool if you are unsure about NQF levels.
Use the forward and backward arrows to select or deselect choices. Your choice(s) will appear in the **Selected** box.



6. **Sub-specialism:** If you have a sub-specialism, select (by clicking) from the list provided. Use **Other** if your sub-specialism is not listed – you can say something about it in the overview of your professional profile. Use the forward and backward arrows to select or deselect choices. Your choice(s) will appear in the **Selected** box.

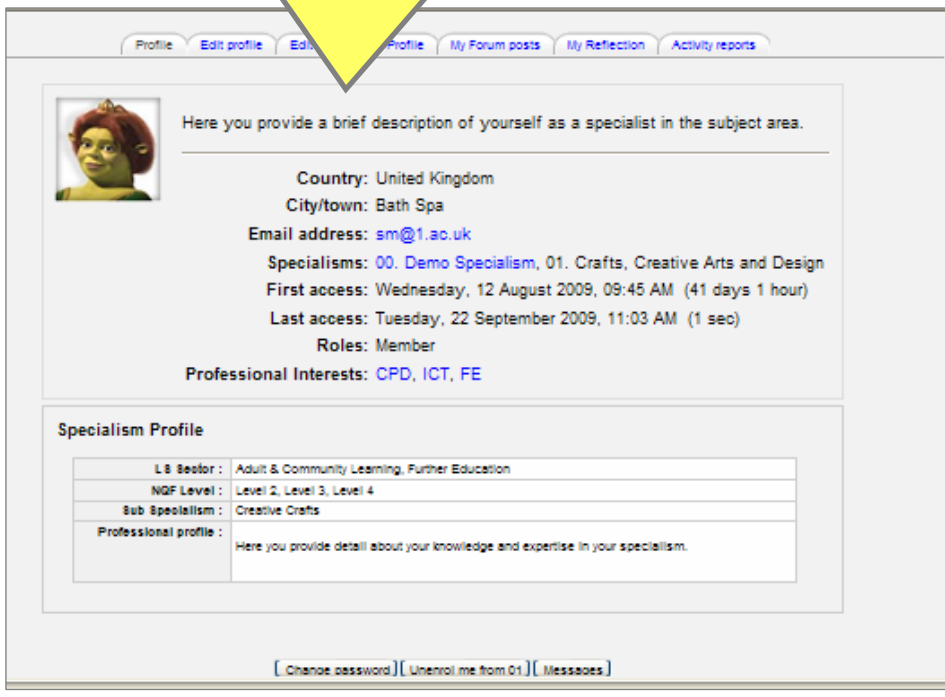
7. Brief overview of professional profile: You can write up to 200 words, describing your professional knowledge and experience in your specialism.



8. Tip: This is the **Enlarge Editor** icon – if you click on this a new window opens. The **Enlarge Editor** tool can be used if you find the text boxes too small and wish to have a larger view of the text you are entering. To close **Enlarge Editor**, click again on the icon and you will return to normal view.

9. When you are happy with your entries, click **Update Specialism Profile**. Click **Cancel** if you wish to cancel your entries.

10. Your profile will appear like this. You can edit your profile at any time.



11. Change password: If this button is available in your profile page, you can change your password by clicking on this and following the instructions on the screen.
Unenrol me from...: you can unenrol from a specialism at any time.
Messages: You can click here to see if there are any messages waiting for you. This opens in a new window.