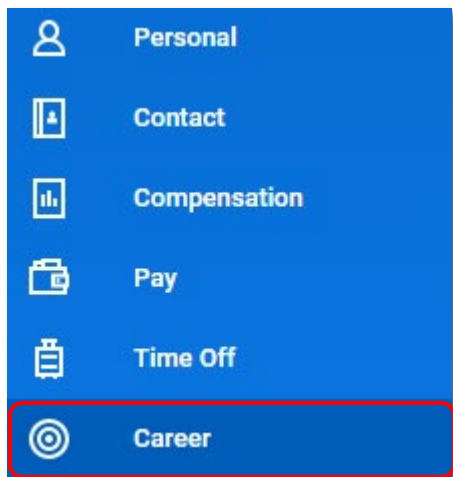


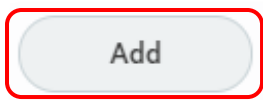
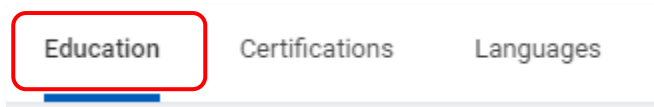
To record formal qualifications you have obtained, click on your Profile Icon and View Profile.



Select *Career*.



Click on *Education*, click on *Add* at the bottom of the screen



Complete all of the relevant fields. Note: it is easiest to type the university name in the school field.

Any fields marked with **\*** are compulsory to be completed.

Country \*

School \*

If you cannot find the school, click here

Degree

Degree Received

Field of Study

First Year Attended

Last Year Attended

Grade Average

**Attachments**

Drop files here

or

Select files

Add your supporting *certified documentation* to Attachments. Add the relevant files by dragging and dropping or select files from your drive.

To clear all fields click on *Remove*  
To add additional qualifications click on *Add*

Note: Each qualification will require the relevant documentation attachment

Click *Submit*.

Remove

Add

Submit Save for Later Cancel

Your Supervisor will receive an action to approve your request to add your qualifications (ensuring they are certified copies. If they require any additional information or have any queries, you will receive a notification to supply additional information. On approval you will receive a confirmation notification and will be able to view your updated qualifications in your personal profile