

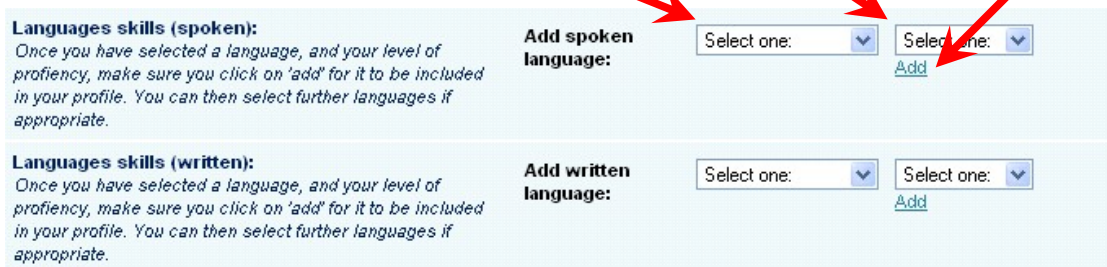
## Help Sheet: Adding Language Skills to your Profile

Step 1: Log in

Step 2: If you have already submitted your profile, you will need to withdraw it first for editing – just click on the 'retract' button at the top of the screen.



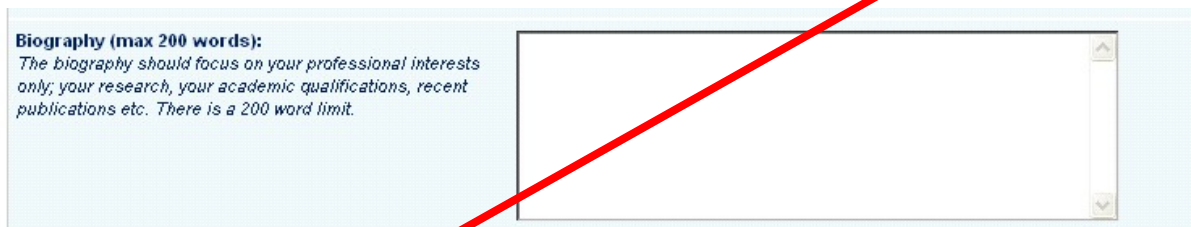
Step 3: To add spoken languages, select the language, then the level of fluency and then click on 'Add'.

A screenshot of the "Languages skills" section. It is divided into two parts: "Languages skills (spoken):" and "Languages skills (written):". Each part has a descriptive paragraph and a form. The "Add spoken language:" form has two dropdown menus labeled "Select one:" and an "Add" button. The "Add written language:" form also has two dropdown menus labeled "Select one:" and an "Add" button. Red arrows point from the text above to the dropdown menus and the "Add" buttons in both sections.

Step 4: Repeat for each language that you would like to include.

Step 5: Repeat for written languages.

Step 6: Once you have finished updating your profile, you need to click on the 'Submit my Profile' button at the bottom of the page.

A screenshot of the "Biography" section. It features a heading "Biography (max 200 words):" followed by a paragraph of instructions: "The biography should focus on your professional interests only; your research, your academic qualifications, recent publications etc. There is a 200 word limit." To the right of the text is a large text input area with a vertical scrollbar.

If the 'Submit my Profile' button does not appear to be working, please check to see if your biography has exceeded the 200 word limit.

A screenshot of two buttons at the bottom of the page: a yellow "Submit my Profile" button and a yellow "Quit without Saving" button. A red arrow points from the text above to the "Submit my Profile" button.