**Completing Your Student Profile**

Your profile is your professional introduction to clinical sites where you will be placed throughout your time in your program. It is important to make a great first impression! Take your time when filling this out, and ensure your information is accurate and updated over time.

1. Select Profile from your dashboard or left menu.  
   Text

   Description automatically generated with medium confidence
2. Click on the Profile Tab.  
   Graphical user interface, application

   Description automatically generated
3. To upload a profile picture, hover over the gray box and click on the pencil icon.   
   Graphical user interface, application

   Description automatically generated

1. To delete or change your profile picture, hover over the image and click on the pencil icon.  
   A collage of a person

   Description automatically generated

1. Your profile will contain the following sections:   
   a. Demographic information: this is only shared with your program. It will not be shared with clinical sites.   
   b. Personal & Emergency Contact information  
   c. Address Information   
   d. Summary  
   e. Areas of professional interest  
   f. Resume  
   g. Education  
   h. Work experience  
   i. Membership  
   j. Licensure  
   k. Skills and Accomplishments: this will include Continuing Education information, publications,            language skills, certifications, honors and awards, and other scholarly activity.
2. For each section, click on the + icon to add information.  
   Graphical user interface, application, Teams

   Description automatically generated

1. A drawer will open where you can add details. Click Save when done.  
   Graphical user interface, text, application, chat or text message

   Description automatically generated

1. To modify any information you have previously entered, click on the pencil icon for that entry. A drawer will open, click Save when done.  
   Graphical user interface, text, application

   Description automatically generated

1. To delete an item entirely, click on the pencil icon for that entry. Once the drawer opens, click on the vertical ellipsis, and select Delete.  
   Graphical user interface, application, Teams

   Description automatically generated  
     
   Graphical user interface, text, application, email

   Description automatically generated

1. To upload a resume, you can click on “browse to upload” or drag and drop your file.
   1. To delete your resume, click on the trash bin icon.  
      Graphical user interface, text, application, email

      Description automatically generated
2. Completing Additional Profile Details: Your school may have specific questions they want to ask their students.
3. Click on Get Started option to access & submit the questionnaire added by the school  
   A screenshot of a phone

   Description automatically generated
4. You can find the list of all the questions and textbox to add your answers. Rich textbox editor allows students to respond in a formatted manner respectively.  
   A screenshot of a computer

   Description automatically generated
5. Click on Save button to save your progress  
   A screenshot of a computer

   Description automatically generated