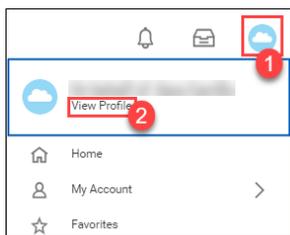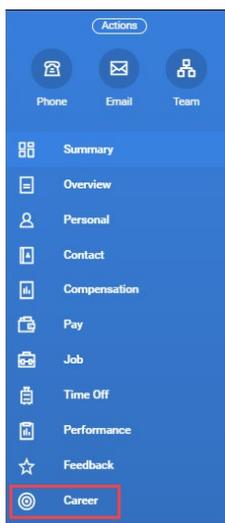| **Career Information, manage** |
| --- |
| This job aid will provide step by step instructions on how to add, update and remove information on your career tab. |

Add Information:

	There are multiple ways to complete this task. Adding information using your Career worket or through the Career tab on your Profile page, parses resume information to your Education and Job History fields when you upload it.

Step 1: Click on the **cloud icon** or your photo in the upper right corner (1) and select **View Profile** (2).


Step 2: Click on Career.

Step 3: Click on the different tabs to add, edit or remove information for the different categories. You will not have access to manage all tabs. For this example, we will select the **Education** tab.

Step 4: You can manually add information by clicking Add, or you can click on **Upload My Experience** to drag and drop or select a file. For this example we'll select **Upload My Experience**.


Step 5: Drag and drop your resume to the **Drop file here** area, or click on **Select files** to browse your computer files to select your resume.
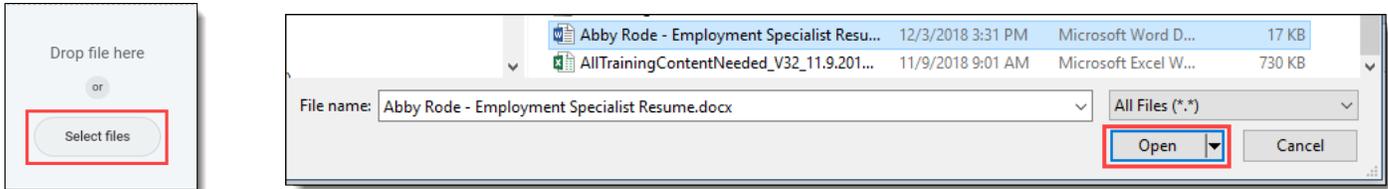
Step 6: Click **OK**. It will take a few seconds for the resume to parse out to the appropriate fields.
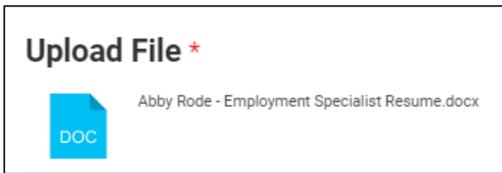
Step 6: Click on each of the tabs to view and verify how the resume was parsed. Click on the pencil icon to make edits if needed. Click on the check mark to save your edits. Click **Submit** and **Done**.
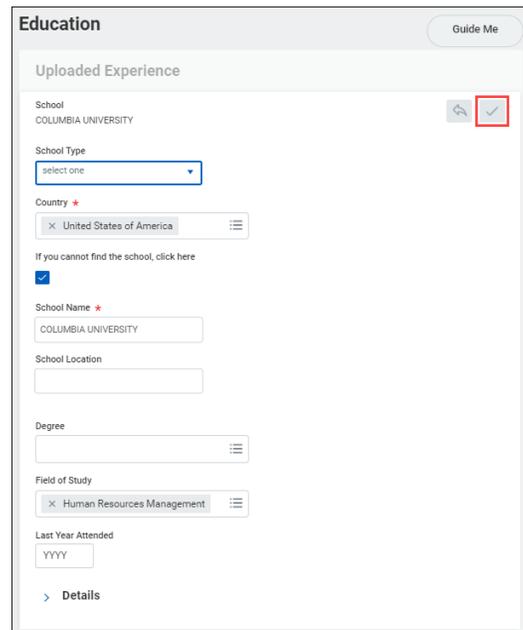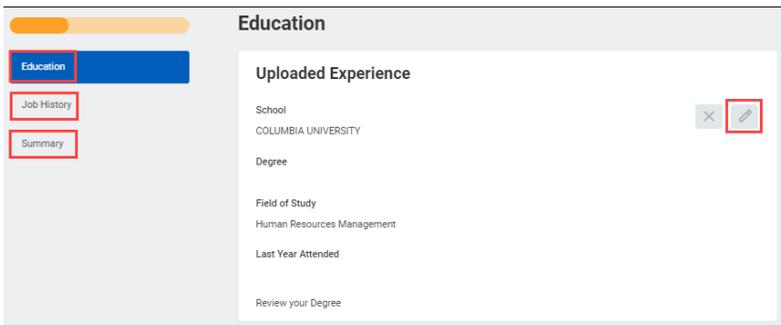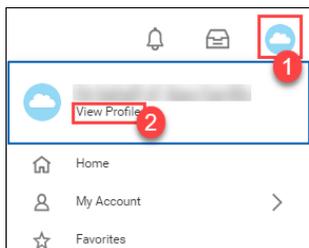

Step 7: You can navigate back to your Profile page to see updates to your *Education* and *Job History*.
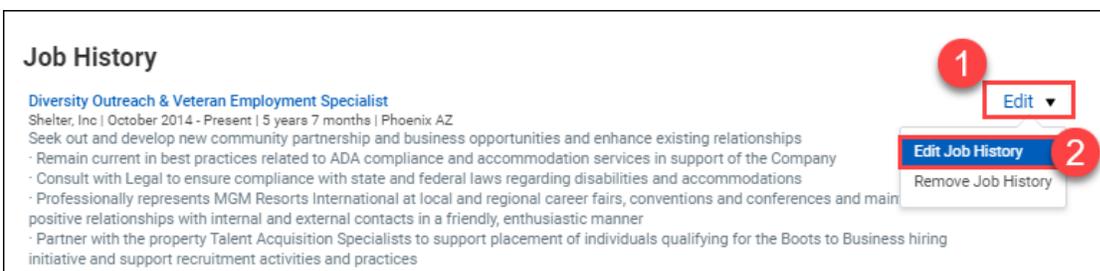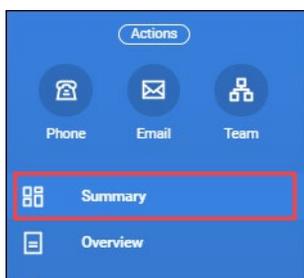
Edit Information:

	There are multiple ways to complete this task. You also have the ability to Edit from the Career worklet or the Career tab on your Profile page.

Step 1: Click on the **cloud icon** or your photo in the upper right corner (1) and select **View Profile** (2).

Step 2: Your *Summary* page displays. For this example, we will edit **Job History** from the *Summary* page. Click **Edit** (1) and select **Edit Job History** (2).

**Step 3:** Make updates to the fields as needed. When complete, click **Submit** and **Done**.


	You can attach a document when editing your *Education* from the Summary page, however it will not parse. The document will be added to your Personal Documents. To parse a document such as a resume, follow the steps above to Add Information.

<div style="background-color:orange;color:white;">
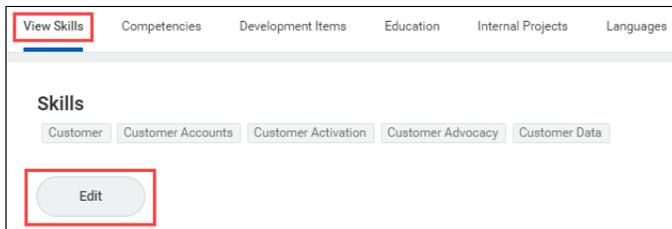
Remove Information:

</div>

Step 1: Click on the **cloud icon** or your photo in the upper right corner (1) and select **View Profile** (2).
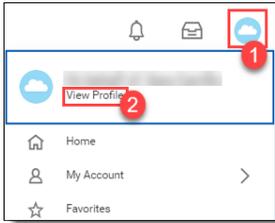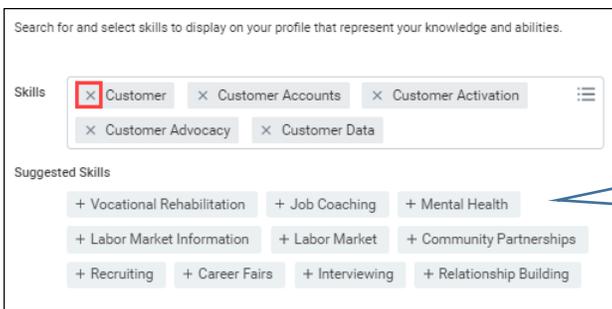

Step 2: Click on Career.
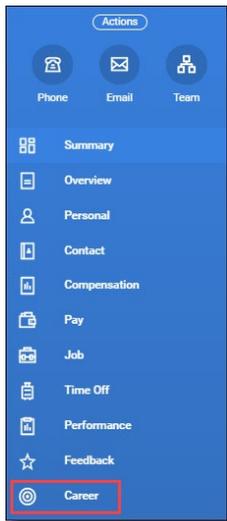
Step 3: Click on the different tabs to remove information for the different categories. You will not have access to manage all tabs. For this example, we will select the **View Skills** tab. Click Edit.

Step 4: Click on the **X** in front of any skill(s) you would like removed. Click **OK** and **Done**.

Suggested Skills are based on the current Skills you have selected, Job History, and Public Feedback. To add a suggest skill, click on the plus (+) icon.