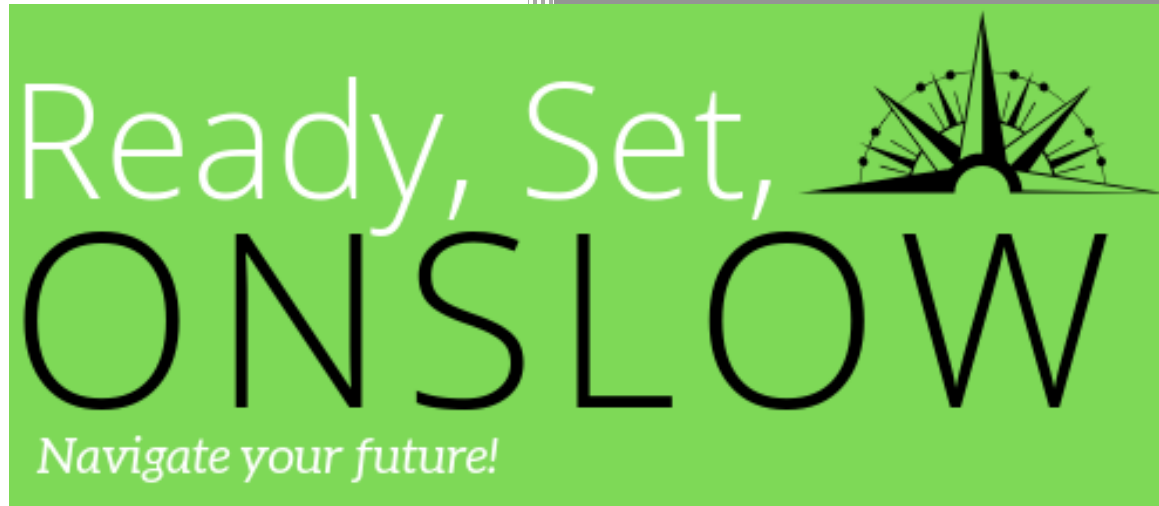


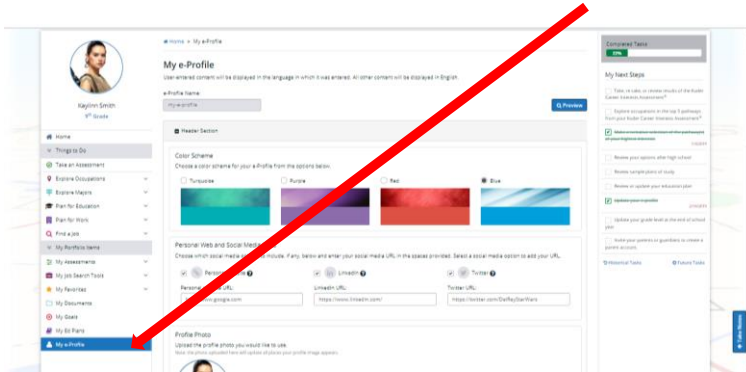
EDITING MY E-PROFILE WALK-THROUGH



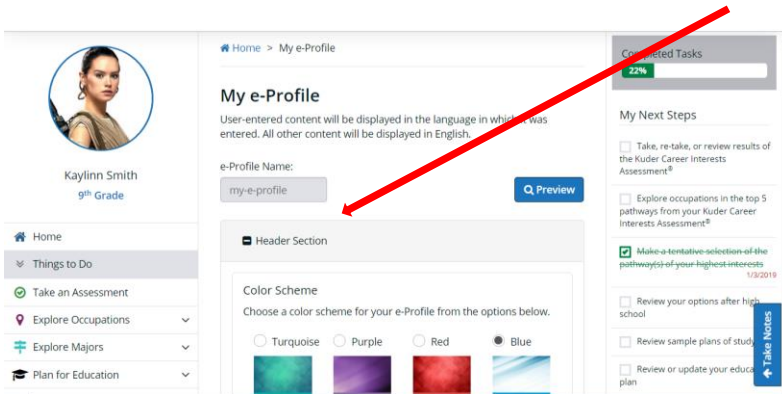
STEP BY STEP INSTRUCTIONS FOR EDITING
YOUR E-PROFILE IN KUDER.

EDITING MY E-PROFILE WALK-THROUGH

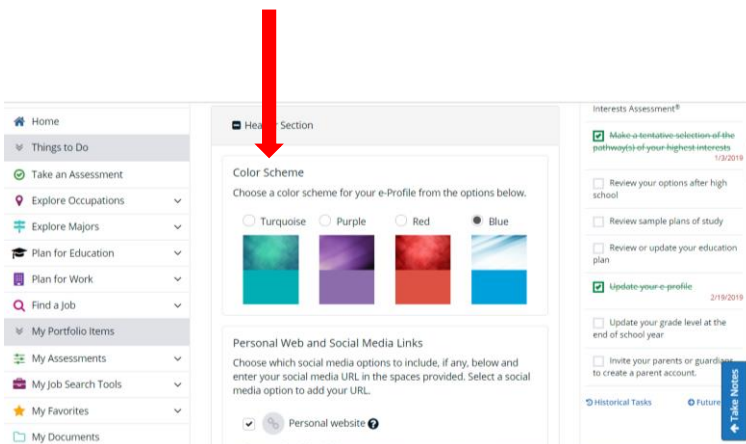
1. Log in to your Ready, Set, Onslow Account.
2. Click on **“My e-Profile”** found at the bottom left side of the page.



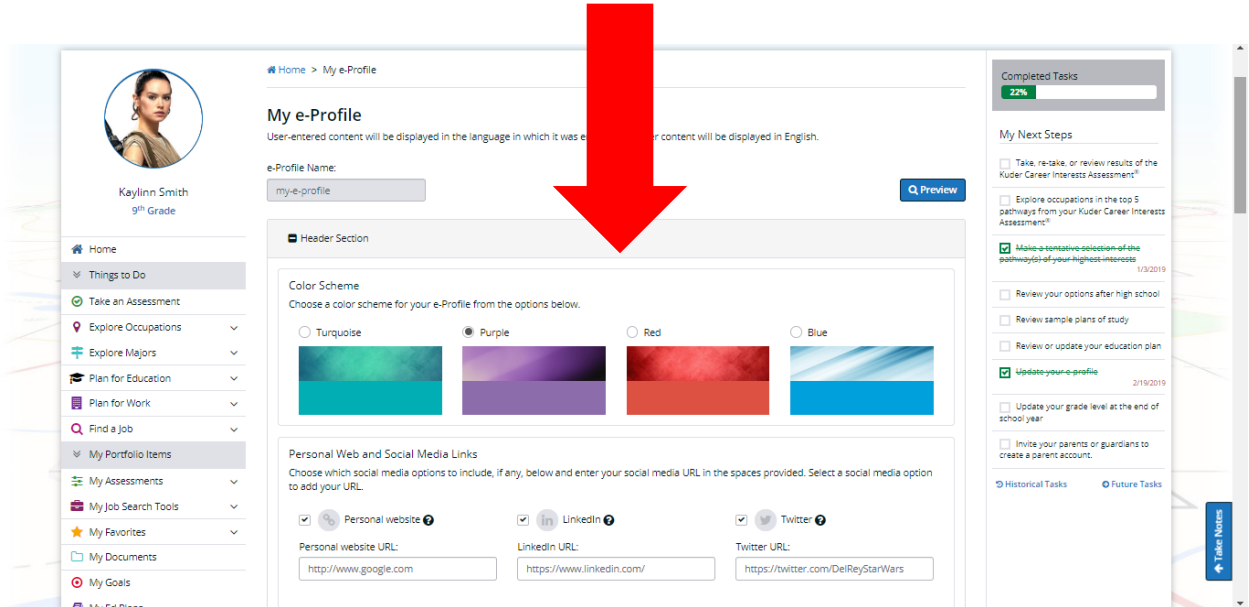
3. Enter your e-profile name, which is your first and last name.



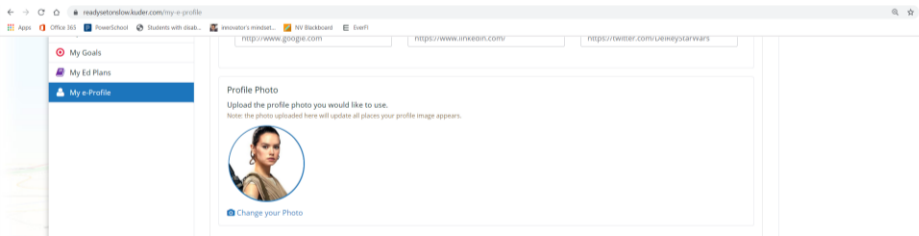
4. Select a color scheme



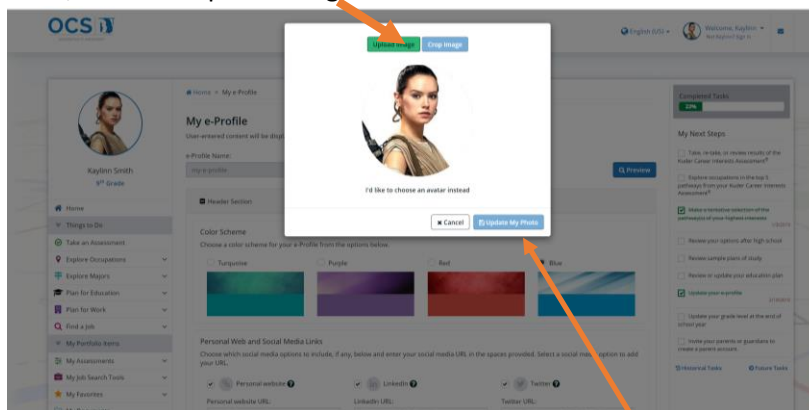
5. If you have a Personal Website, LinkedIn Account, or Twitter handle, enter the information here:



6. Under **Profile Photo**, upload a professional looking photo of yourself.



Click on “Change your Photo”
Then, click on “Upload Image”



Select your photo, then click on “Update My Photo”

7. Next write a **Summary** about yourself using your qualifications, skills and strengths.

About Me

Summary Paragraph
Expand your qualifications, skills and strengths by including a summary paragraph about yourself.
This is all about me and what I have to offer you, your school, and your organization...

My Contact Information
Choose which pieces of contact information to include in your e-Profile. Select a contact information option to add or edit your information.

My Location: Jacksonville North Carolina 28540

My Email Address: yourname@provider.com

My Phone Number: 910-XXX-XXXX

My Favorites
Choose which favorites, if any, to include in your e-Profile. Selected sections will show the top 5 favorites in each category.

My Favorite Occupations

My Favorite Schools

My Favorite Majors

My Assessment Results
Choose which top career pathways chosen by your assessment results, if any, to include in your e-Profile.

My Top Career Pathways based on the Kuder Career Interests Assessment®

My Top Career Pathways based on the Kuder Skills Confidence Assessment®

8. Under **My Contact Information**, enter your contact information.

My Contact Information
Choose which pieces of contact information to include in your e-Profile. Select a contact information option to add or edit your information.

My Location: Jacksonville North Carolina 28540

My Email Address: yourname@provider.com

My Phone Number: XXX-XXX-XXXX

My Favorites
Choose which favorites, if any, to include in your e-Profile. Selected sections will show the top 5 favorites in each category.

My Favorite Occupations

My Favorite Schools

My Favorite Majors

My Assessment Results
Choose which top career pathways chosen by your assessment results, if any, to include in your e-Profile.

My Top Career Pathways based on the Kuder Career Interests Assessment®

My Top Career Pathways based on the Kuder Skills Confidence Assessment®

My Resume [Edit Resume](#)

9. Under **My Favorites**, choose your favorite:

- Occupations
- Schools
- Majors

My Contact Information
Choose which pieces of contact information to include in your e-Profile. Select a contact information option to add or edit your information.

My Location: Jacksonville North Carolina 28540

My Email Address: yourname@provider.com

My Phone Number: XXX-XXX-XXXX

My Favorites
Choose which favorites, if any, to include in your e-Profile. Selected sections will show the top 5 favorites in each category.

My Favorite Occupations

My Favorite Schools

My Favorite Majors

My Assessment Results
Choose which top career pathways chosen by your assessment results, if any, to include in your e-Profile.

My Top Career Pathways based on the Kuder Career Interests Assessment®

My Top Career Pathways based on the Kuder Skills Confidence Assessment®

My Resume [Edit Resume](#)

10. Under **My Assessment Results**, choose which top career pathways you have chosen based on your assessment results.

My Contact Information
Choose which pieces of contact information to include in your e-Profile. Select a contact information option to add or edit your information.

My Location: Jacksonville North Carolina 28540

My Email Address: yourname@provider.com

My Phone Number: XXX-XXX-XXXX

My Favorites
Choose which favorites, if any, to include in your e-Profile. Selected sections will show the top 5 favorites in each category.

My Favorite Occupations

My Favorite Schools

My Favorite Majors

My Assessment Results
Choose which top career pathways chosen by your assessment results, if any, to include in your e-Profile.

My Top Career Pathways based on the Kuder Career Interests Assessment®

My Top Career Pathways based on the Kuder Skills Confidence Assessment®

My Resume [Edit Resume](#)

11. Under **My Resume**, upload your resume.

My Resume [Edit Resumes](#)

Choose which resume to include, if any, in your e-Profile.

- New Resume
- New Resume
- Sample Resume One
- Do not include a resume

My References [Edit References](#)

Choose which references to include, if any, in your e-Profile.

- John Smith
- Bly D. Kidd

My Portfolio [Edit Documents](#)

Choose which documents to include, if any, in your e-Profile.

- Orientation Possible Loop MP3
- Course Code Guidance.pdf

12. Add your references under **My References**.

My Resume [Edit Resumes](#)

Choose which resume to include, if any, in your e-Profile.

- New Resume
- New Resume
- Sample Resume One
- Do not include a resume

My References [Edit References](#)

Choose which references to include, if any, in your e-Profile.

- John Smith
- Bly D. Kidd

My Portfolio [Edit Documents](#)

Choose which documents to include, if any, in your e-Profile.

- Orientation Possible Loop MP3
- Course Code Guidance.pdf

13. If you have documents to include in your e-Profile, upload it under **My Portfolio**.

My Resume [Edit Resumes](#)

Choose which resume to include, if any, in your e-Profile.

- New Resume
- New Resume
- Sample Resume One
- Do not include a resume

My References [Edit References](#)

Choose which references to include, if any, in your e-Profile.

- John Smith
- Bly D. Kidd

My Portfolio [Edit Documents](#)

Choose which documents to include, if any, in your e-Profile.

- Orientation Possible Loop MP3
- Course Code Guidance.pdf