

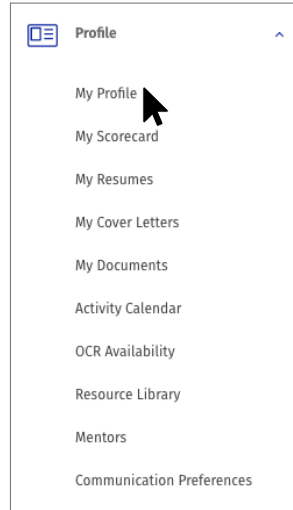


GRADLEADERS
Careers

How to Update Your Profile

1

Visit your school's **career services website** and **log in**. From the dashboard, select **Profile** → **My Profile**.



2

Click **Edit** (or the small pencil icon) next to any of the following fields you'd like to update: Account Information, Contact Information, Detailed Profile, Experiences/Skills or Career Preferences



3

Type or select the information you'd like to modify into the field box.

4

Click **Save** or **Cancel** if you'd like to discard your changes.



It's that easy!