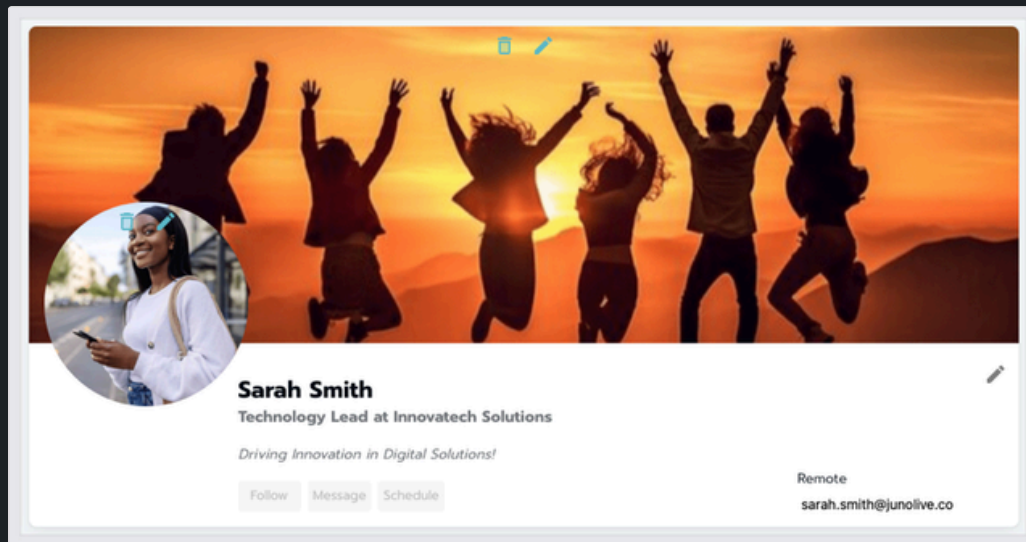


## Updating your profile

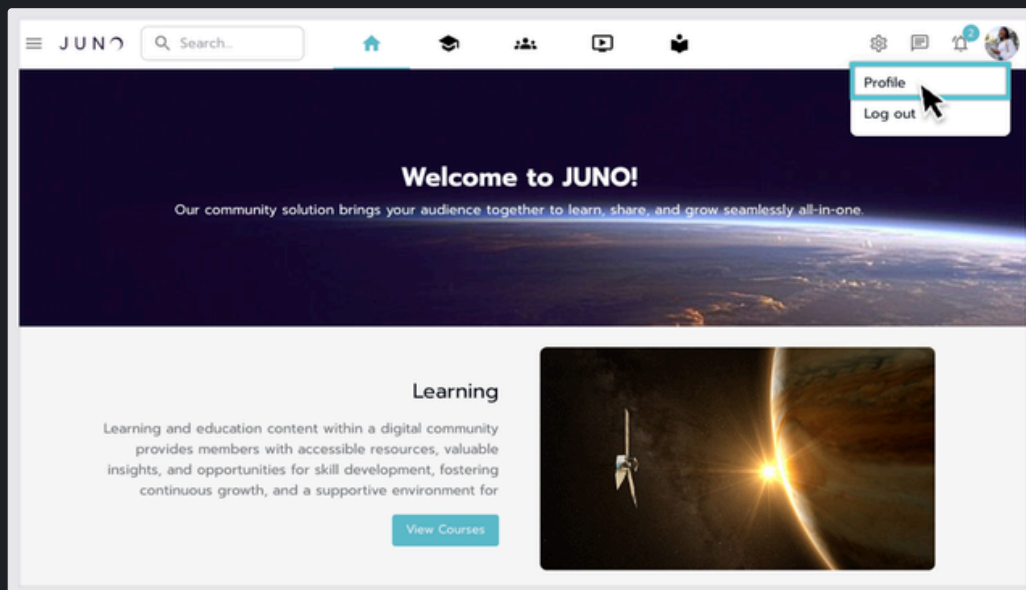
This guide will help you navigate your profile and add details you want other users to see. Follow the steps below to update your banner image, profile image, basic information, about section, experience, education, skills, and interests.



Viewing a profile.

## Navigating to Your Profile

1. Select your avatar in the top right-hand corner.
2. In the subsequent menu, select the **Profile** button.



Navigating to the profile section of the platform.

## Adding a Banner Image



1. On the profile page, locate the **Banner Image** section.
2. Select the area to upload an image or drag and drop an image file.
  - **Acceptable file types:** 'png', 'jpg', 'jpeg', 'bmp'.
3. You can also edit the image.

## Adding a Profile Image

1. Locate the **Profile Image** section below the banner image.
2. Select the area to upload an image or drag and drop an image file.
  - **Acceptable file types:** 'png', 'jpg', 'jpeg', 'bmp'.
3. You can also edit the image.

## Updating Basic Information

1. Locate the **Basic Information** section.
2. You can fill in the following fields:
  - **First Name:** Character limit 30
  - **Last Name:** Character limit 30
  - **Title:** Character limit 60
  - **Company/School:** Character limit 128
  - **Headline:** Character limit 256
  - **LinkedIn:** Character limit 256
  - **Twitter:** Character limit 256
  - **Facebook:** Character limit 256
  - **Instagram:** Character limit 256
  - **Phone Number:** Character limit 32
  - **Location:** No character limit



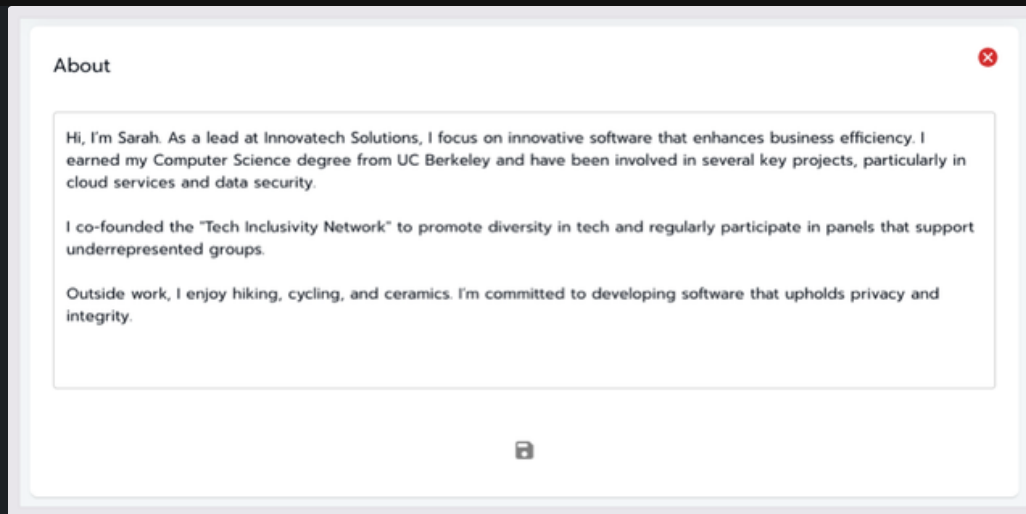
First Name Sarah	Last Name Smith
Title Technology Lead	Company/School Innovatech Solutions
Headline Driving Innovation in Digital Solutions!	
LinkedIn	
Twitter	
Facebook	
Instagram	
Phone Number	
Location Remote	

Save

Updating the Basic Information section.

### Adding an About Section

1. Locate the **About** section.
2. Enter the information about yourself (Character limit: 1024).



Updating the About section of a profile.

## Managing Experience

1. Locate the **Experience** section.
2. Select the + icon to add a new section.
3. Fill in the following fields for each experience entry:
  - o **Job Title:** Character limit 128
  - o **Company:** Character limit 128
  - o **Start Date:** Character limit 32
  - o **End Date:** Character limit 32
  - o **Description:** Character limit 1024
4. To remove a section, select the **trash** icon.

**Experience**

Job Title: Technology Lead      Company: Innovatech Solutions

Start Date: June 2021      End Date: Current

Description: As the Technology Lead, I oversee a team dedicated to crafting digital solutions that streamline business operations and enhance customer interactions. My role involves project management, pioneering initiatives in cloud services, and ensuring data security across platforms. I also drive efforts to integrate ethical

Job Title: Software Engineer      Company: TechPioneers Inc

Start Date: August 2018      End Date: May 2021

Description: In my role as a Software Engineer, I contributed to developing scalable applications with a focus on real-time data processing and user-centric design. I collaborated closely with cross-functional teams to deliver projects that supported substantial improvements in system performance and user engagement.

+  
🗑️

Updating the Experience section.

## Managing Education

1. Locate the **Education** section.
2. Select the + icon to add a new section.
3. Fill in the following fields for each education entry:
  - o **School Name:** Character limit 256
  - o **Degree:** Character limit 128
  - o **Field of Study:** Character limit 128
  - o **Start Date:** Character limit 32
  - o **End Date:** Character limit 32
4. To remove a section, select the **trash** icon.

The screenshot shows a form titled "Education" with a close button (X) in the top right corner. The form contains the following fields:

- School Name:** University of California, Berkley
- Degree:** Bachelor of Science
- Field of Study:** Computer Science
- Start Date:** August 2012
- End Date:** May 2016

Below the form, there is a plus sign (+) icon and a save icon (a floppy disk).

Managing the Education section.

### Managing Skills

1. Locate the **Skills** section.
2. Add or remove tags as needed.
3. Select the **Save** button to save changes, or use the **X** icon to cancel.

### Managing Interests

1. Locate the **Interests** section.
2. Add or remove interests as needed.
3. Select the **Save** button to save changes, or use the **X** icon to cancel.

The screenshot shows two sections: "Skills" and "Interests".

**Skills:** This section has a close button (X) in the top right corner. Below the title, there is a horizontal bar containing four tags: "Learning", "Leadership", "Technical Writing", and "Development". Each tag has a small X icon to its right. Below the tags is a save icon (a floppy disk).



**Interests:** This section has a pencil icon in the top right corner. Below the title, there is a horizontal bar containing five tags: "Life", "Community", "Hiking", "Sports", and "Gardening".

Updating the skills and interests sections.

### Conclusion

You have successfully updated your profile. Please review all the information for accuracy and completeness. For further assistance, refer to the additional resources or support provided by JUNO.

**End Result:**



**Sarah Smith**  
Technology Lead at Innovatech Solutions

*Driving Innovation in Digital Solutions!*

Follow Message Schedule

Remote  
sarah.smith@junolive.co

### About

Hi, I'm Sarah. As a lead at Innovatech Solutions, I focus on innovative software that enhances business efficiency. I earned my Computer Science degree from UC Berkeley and have been involved in several key projects, particularly in cloud services and data security.

I co-founded the "Tech Inclusivity Network" to promote diversity in tech and regularly participate in panels that support underrepresented groups.

Outside work, I enjoy hiking, cycling, and ceramics. I'm committed to developing software that upholds privacy and integrity.

### Experience

**Technology Lead**  
**Innovatech Solutions**  
June 2021 - Current  
As the Technology Lead, I oversee a team dedicated to crafting digital solutions that streamline business operations and enhance customer interactions. My role involves project management, pioneering initiatives in cloud services, and ensuring data security across platforms. I also drive efforts to integrate ethical practices in our tech developments.

**Software Engineer**  
**TechPioneers Inc**  
August 2018 - May 2021  
In my role as a Software Engineer, I contributed to developing scalable applications with a focus on real-time data processing and user-centric design. I collaborated closely with cross-functional teams to deliver projects that supported substantial improvements in system performance and user engagement.

### Education

**University of California, Berkley**  
**Bachelor of Science in Computer Science**  
August 2012 - May 2016

### Skills

Learning Leadership Technical Writing Development

### Interests

Life Community Hiking Sports Gardening

Viewing a fully updated profile.

**Additional Tips:**

- Regularly update your profile to reflect your latest information.

