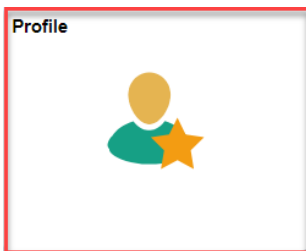# Staff Services Online Profile - Update

Introduction

This guide assists Staff to update their Profile encompassing qualifications, licenses and certifications, registrations, professional memberships and emergency management details on Staff Services Online.

Procedure

Log into SSO

1. Click on the **Profile** tile.

Navigate to the menu as shown below and select the type of information that needs to be updated:

Qualifications:

Depending on where you received your qualification you will need to complete the relevant section.

If your qualification was obtained through The University of Adelaide (post 1985), the information will be auto-populated in the system.

If you have no formal qualifications you will need to complete the No Qualifications sections. Please click the **link** to view the step by step guide

Other Australian / Overseas

The process for adding qualifications from other Australian or Overseas institutions.
1. To add a qualification, click the + sign, choose the relevant qualification section and click Add

2. Complete all **mandatory fields** marked with an asterisk *
Note: the Qualification Name field is a minimum of 10 characters.

Tip: Selecting the Field of Education (Detailed) first will pre-populate the other fields of Education. Use the lookup icon to search for the relevant field of Education.

3. Click on '**Add Attachment**' to upload supporting documentation (mandatory).

4. Review the information in the box and click '**Save**'.

No Qualifications:

This section will need to be complete if you do not have any qualifications or you have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your records updated.

1. Click on '**No'** Qualifications.

2. Read the information provided on the screen, click '**Add'**.

3. Move the slider to confirm '**Yes**', click Save.

Licences and Certifications:

Click '**Add**':

Please complete **mandatory** fields marked with (*), click on the look up icons to select the right option. Add attachment and 'Save'.

Add attachment: Note: Only jpeg/jpg or PDF files can be uploaded to the form

Click **Add Attachment**
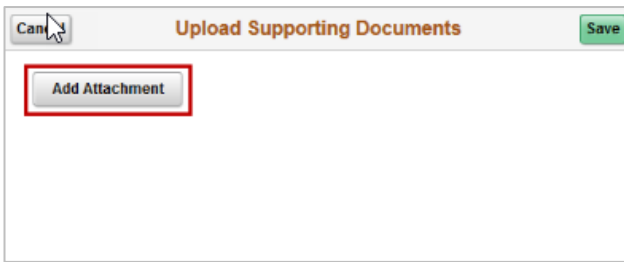
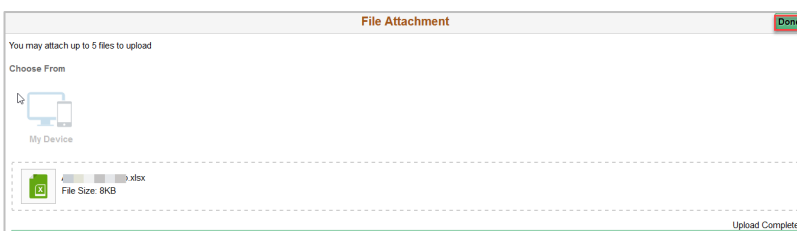Select **My Device** (where the document is saved)
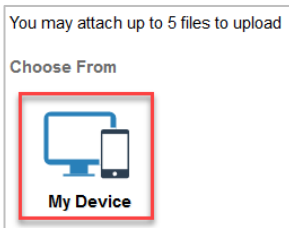
Select the file from the browser, click on **Open.**
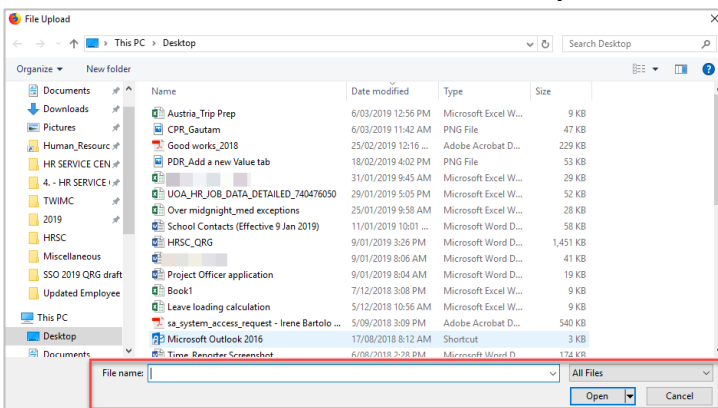
Click **'Upload'**

Click **'Done'**

Click **'Save'**

Work Clearances:

Click '**Add**'

Please complete **mandatory** fields marked with (*), click on the look up icons to select the right option, attach the required documentation and '**Save**'.

Registrations:

Click '**Add**':

Please complete **mandatory** fields marked with (*), click on the look up icons to select the right option and 'Save'.

Professional Memberships:

Click '**Add**':

Please complete **mandatory** fields marked with (*), click on the look up icons to select the right option and 'Save'.

Emergency Management: This is related to First aid and Warden certifications.
Click '**Add**':

Please complete **mandatory** fields marked with (*), click on the look up icons to select the right option and '**Save**'.