Manage Languages

Description

Task: Add or update languages you speak on your worker profile.
Who Performs This Task?:   Employees

To manage your languages you speak….

Procedure:

1. Click the My Account button at the top right of the screen.

2. Click the **View Profile** View Profile hyperlink.

3. Click the **Performance** Performance tab.

4. Ensure that you are on the Languages sub-tab.
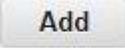
5. Click the **Add** Add button.

6. Type or use the prompt to enter the Language.

7. Use the drop down next to the Ability field to select the ability.

8. Select the drop down next to the Proficiency field to select the proficiency.

9. Click the **Submit** Submit button.

> **Tip:** If you do not want to submit the request at this point, you can also click one of the following buttons:
> - Click Save for Later to save your changes but not submit
> - Click Cancel to cancel the process and start at another time
>
> **Information**: Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

10. Click the **Done** Done button.

11. The System Task is complete.