




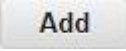

Manage Languages

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**  hyperlink.
3. Click the **Performance**  tab.
4. Ensure that you are on the Languages sub-tab.
5. Click the **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**  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**  button.
11. The System Task is complete.