

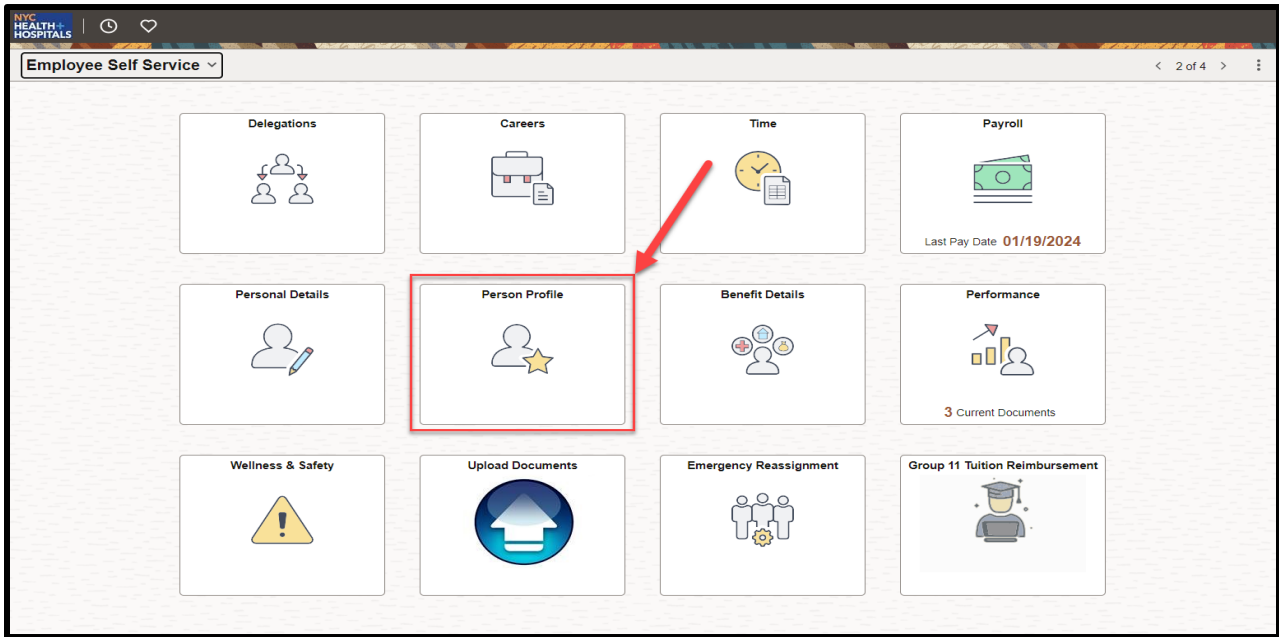
How to Add/Update Language Skills

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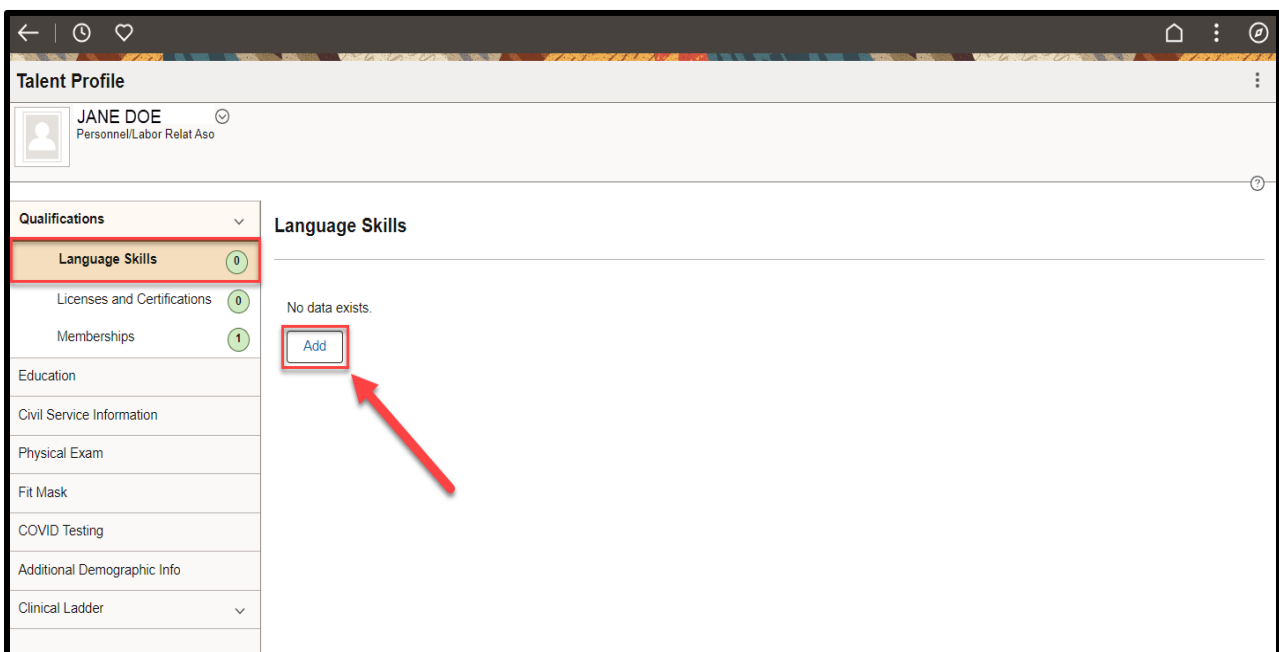
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How to Add a Language Skill

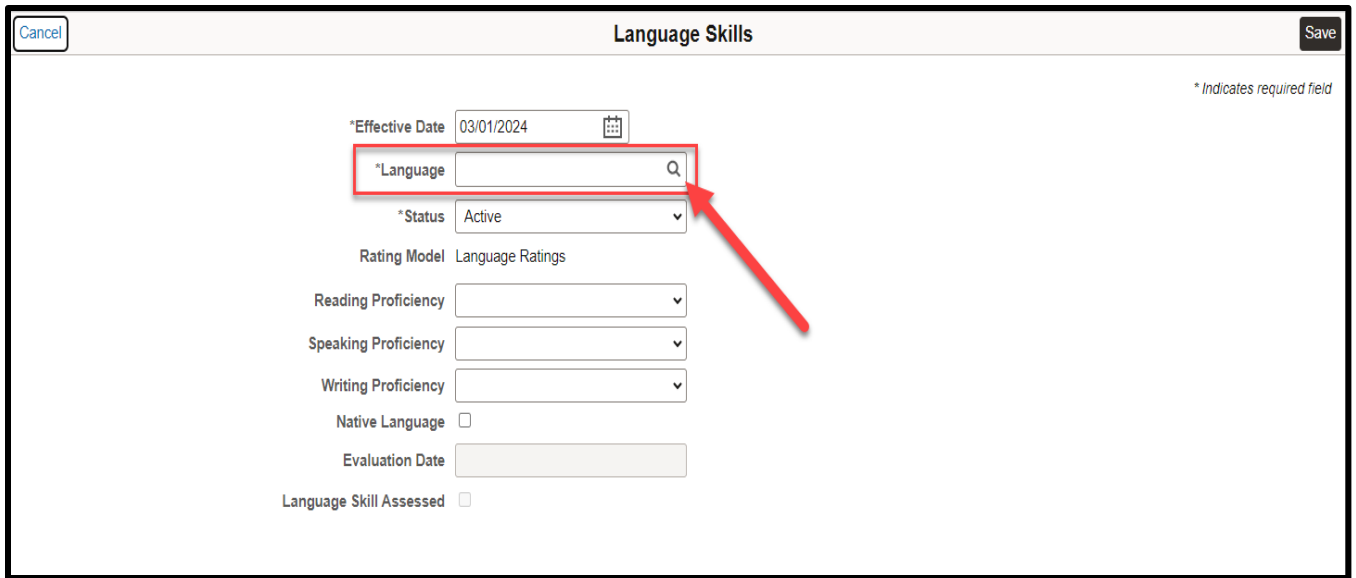
1. After successfully logging into PeopleSoft, click on the **Person Profile** tile.



2. The **Person Profile** Page displays with your current information. Click the “**Language Skills**” Tab on the left side of the page and then Click the **Add** button to add a language skill.

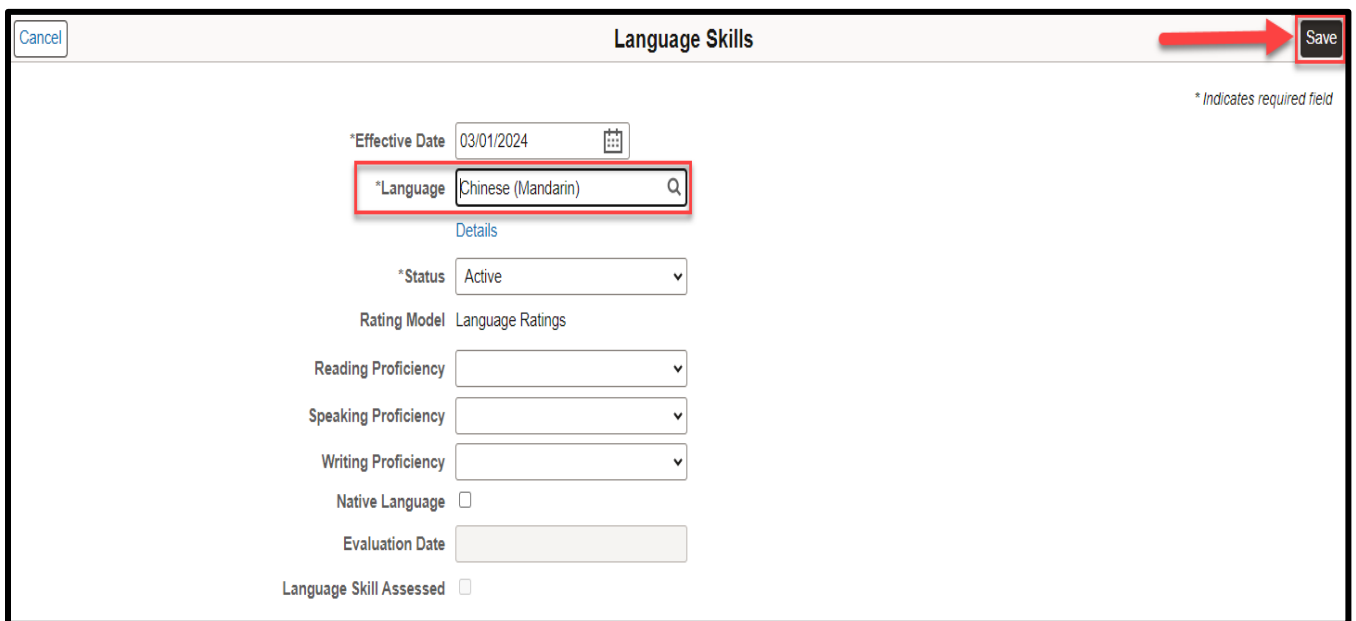


3. A Pop-up box appears to enter required information regarding your language skill. Click on the **Magnifying Glass** to select a language.



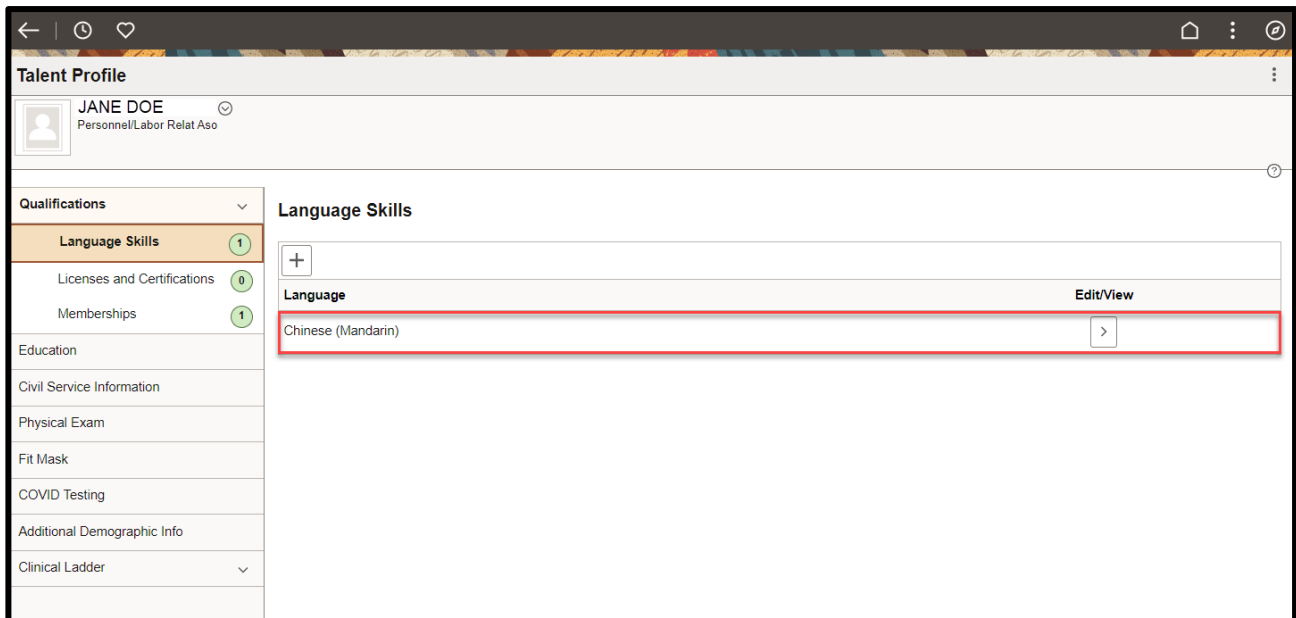
The screenshot shows a 'Language Skills' form with a 'Cancel' button on the top left and a 'Save' button on the top right. A red box highlights the '*Language' search field, which contains a magnifying glass icon. A red arrow points to this icon. The form includes the following fields: '*Effective Date' (03/01/2024), '*Language' (search field), '*Status' (Active), 'Rating Model' (Language Ratings), 'Reading Proficiency', 'Speaking Proficiency', 'Writing Proficiency', 'Native Language' (checkbox), 'Evaluation Date', and 'Language Skill Assessed' (checkbox). A note '* Indicates required field' is in the top right corner.

4. After selecting a language, click on the **Save** button on the upper right corner.

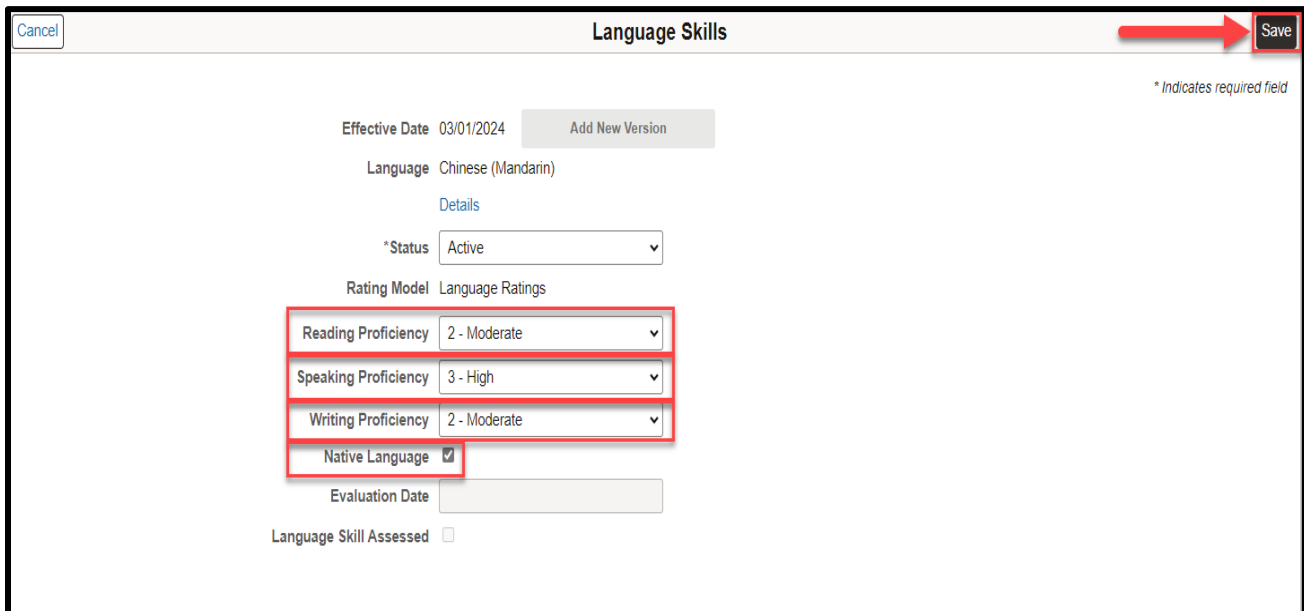


The screenshot shows the same 'Language Skills' form, but now the '*Language' field contains 'Chinese (Mandarin)'. A red box highlights this field. A red arrow points to the 'Save' button in the top right corner. The form includes the following fields: '*Effective Date' (03/01/2024), '*Language' (Chinese (Mandarin)), '*Status' (Active), 'Rating Model' (Language Ratings), 'Reading Proficiency', 'Speaking Proficiency', 'Writing Proficiency', 'Native Language' (checkbox), 'Evaluation Date', and 'Language Skill Assessed' (checkbox). A note '* Indicates required field' is in the top right corner.

- The language successfully saves and appears under **Language Skills**. To Edit/Update a Language Skill, click on the arrow [>] on the right side of the page.



- Edit/Update by clicking on the dropdown of the categories displayed. Once updated, click on the **Save** button in the upper right corner.



7. The updates made to the language successfully saves and appears under **Language Skills**. To add more languages, click on the **plus sign [+]** under Language Skills.

