How to Add/Update Language Skills

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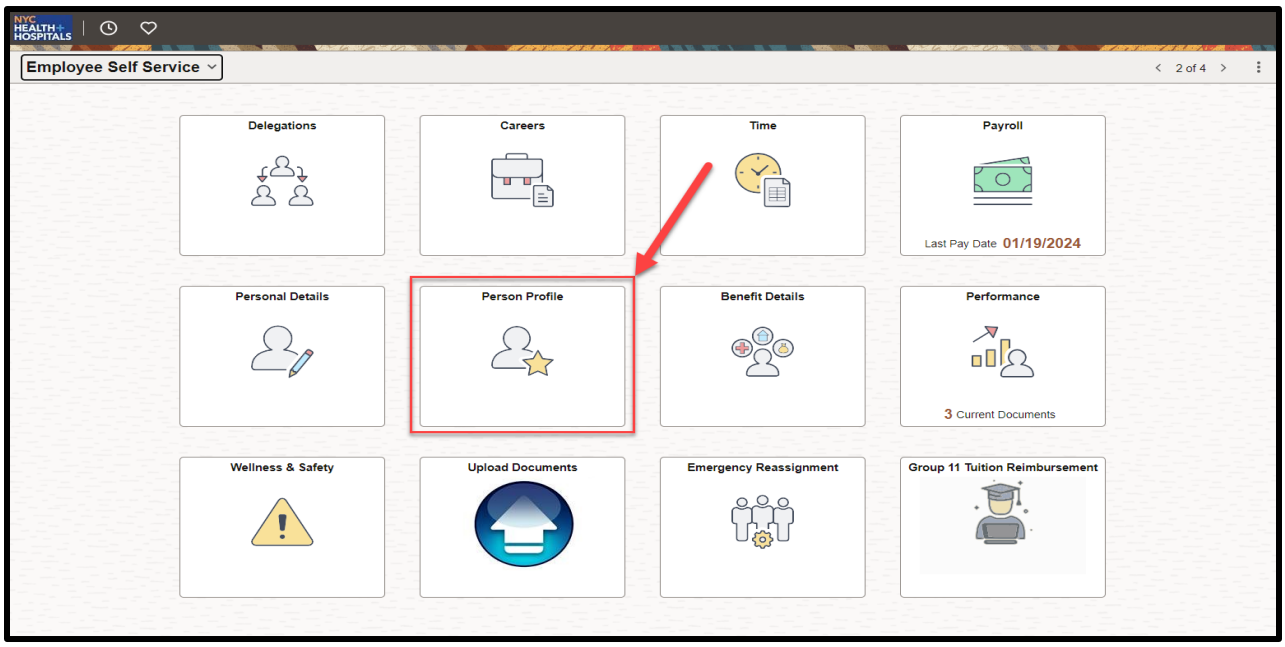
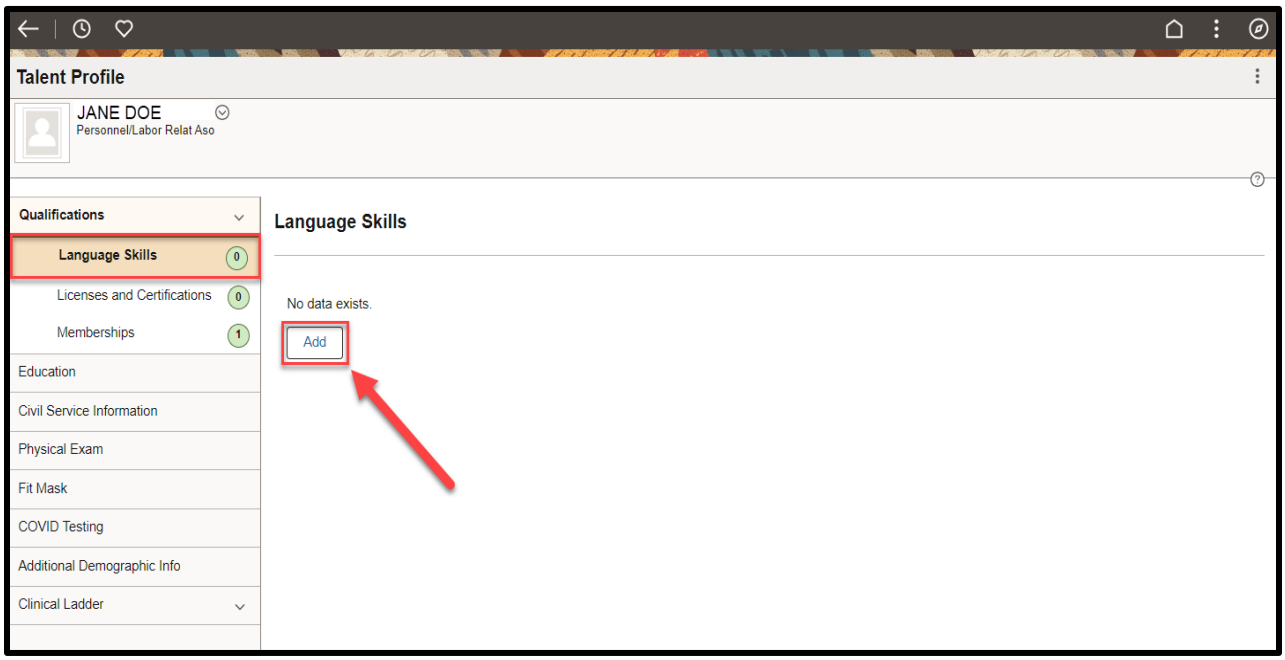
How to Add a Language Skill

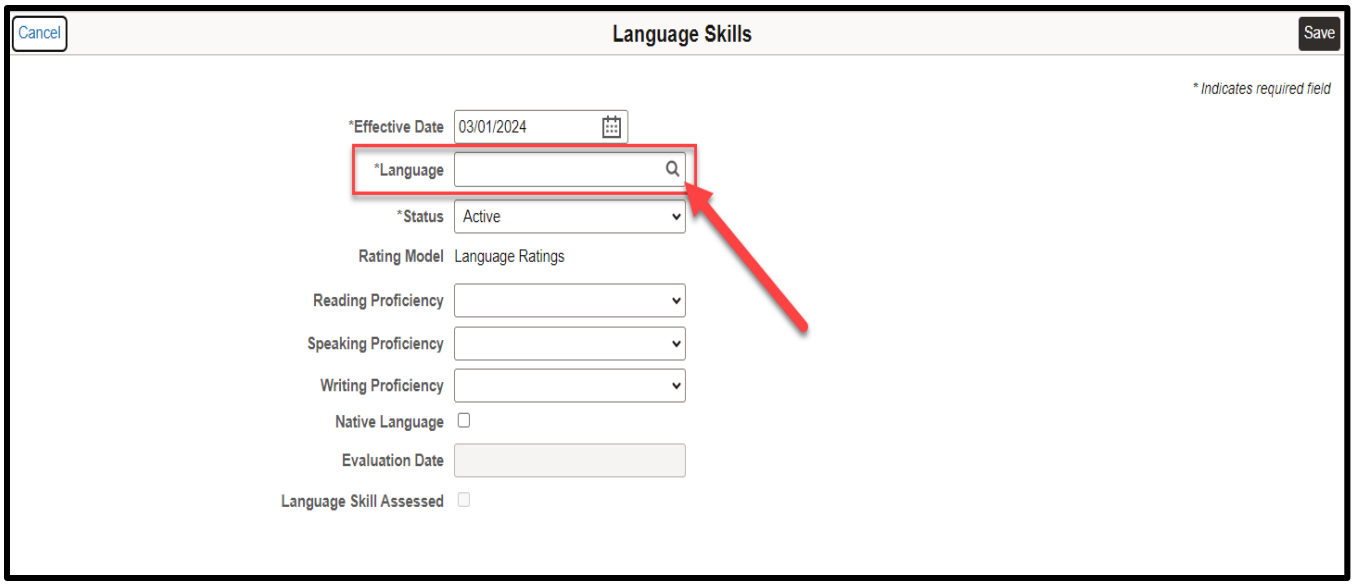
1. After successfully logging into PeopleSoft, click on the **Person Profile** tile.



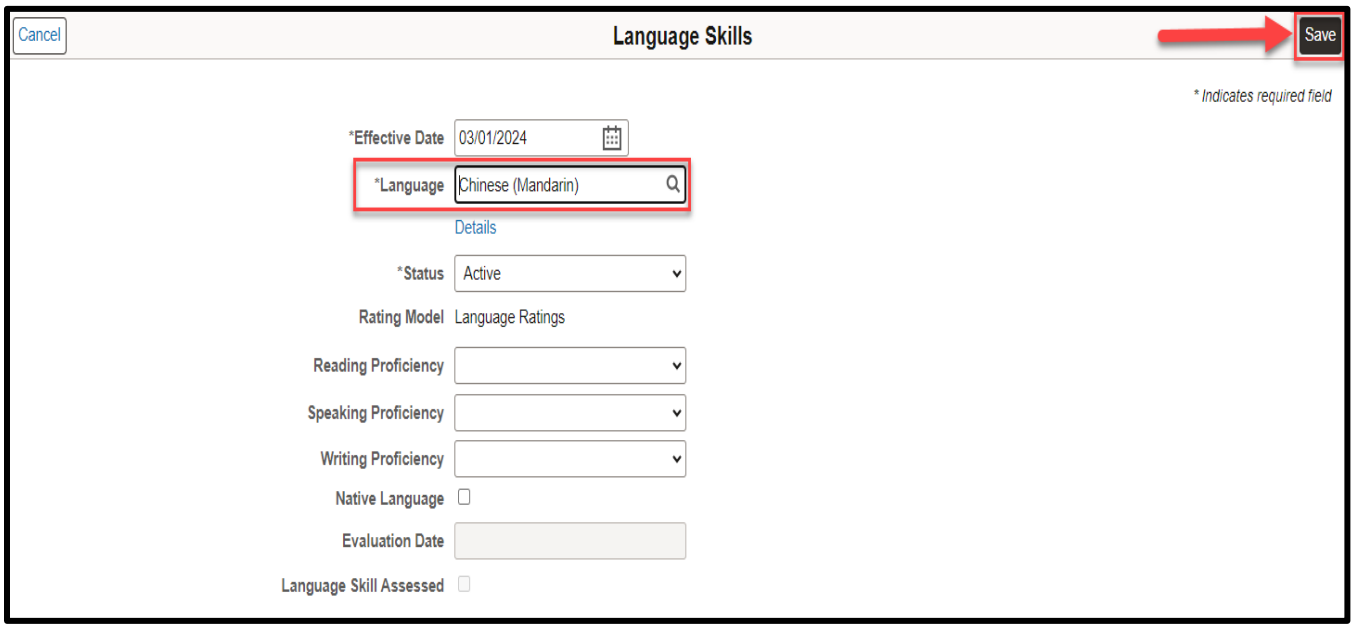
2. The **Person Profile** Page displays with your current information. Click the "**Language Skills"** Tab on the left side of the page and then Click the **Add** button to add a language skill.



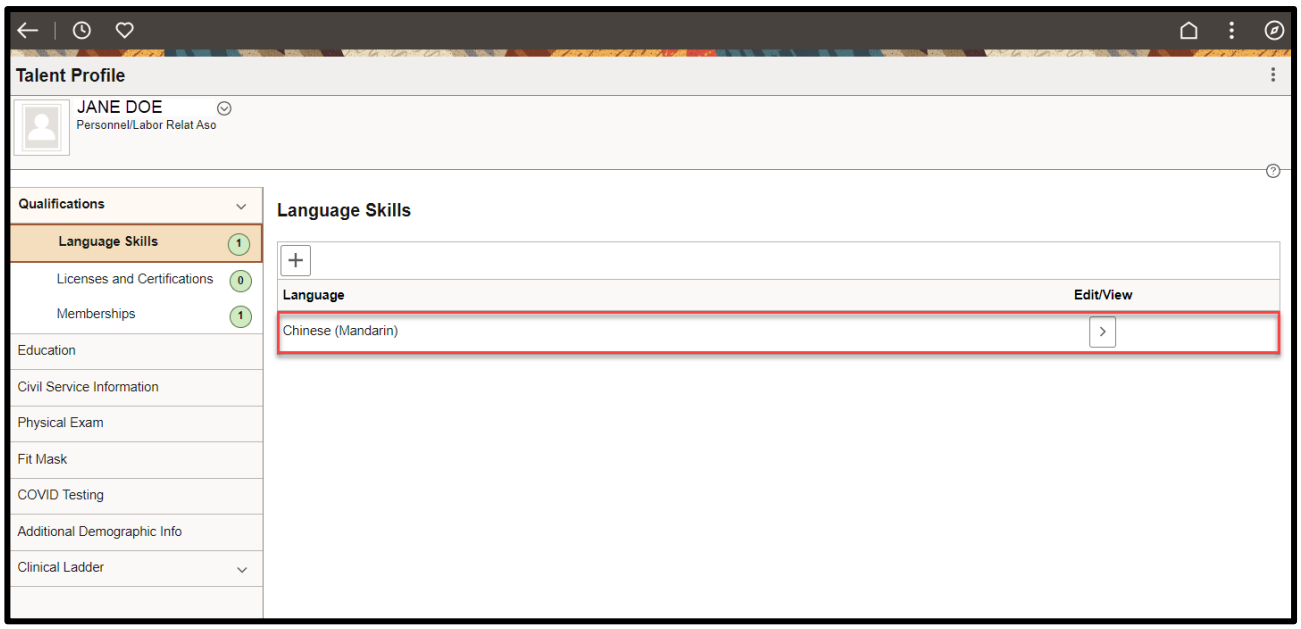
3. A Pop-up box appears to enter required information regarding your language skill. Click on the **Magnifying Glass** to select a language**.**



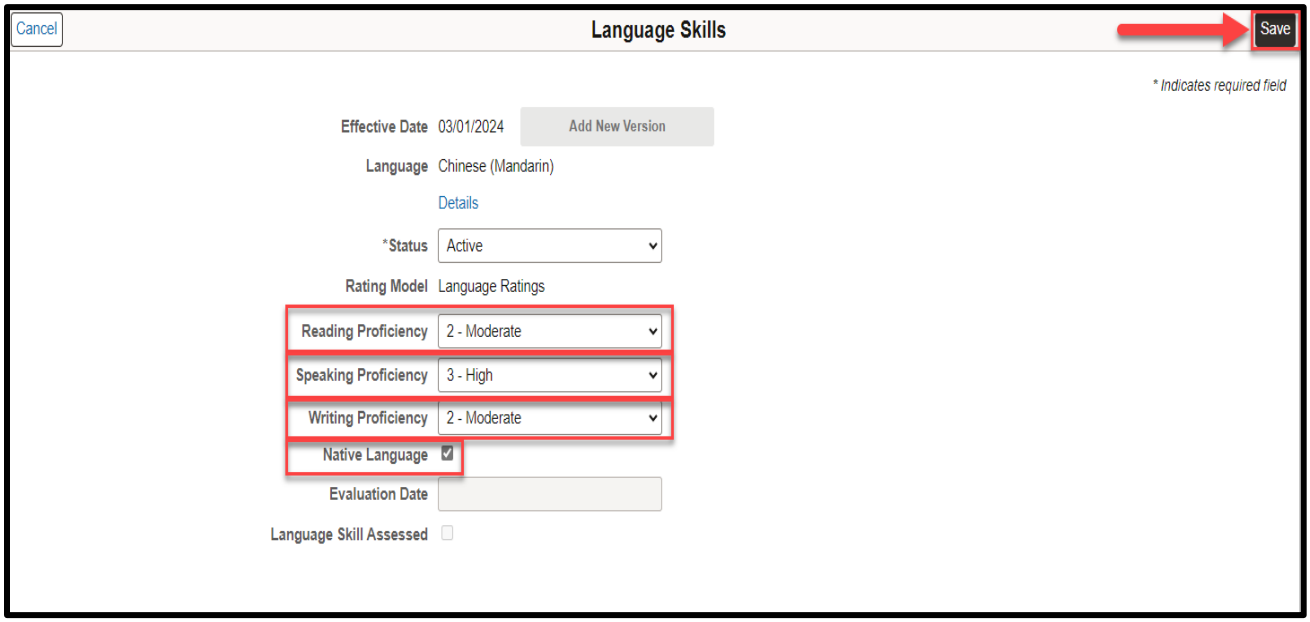
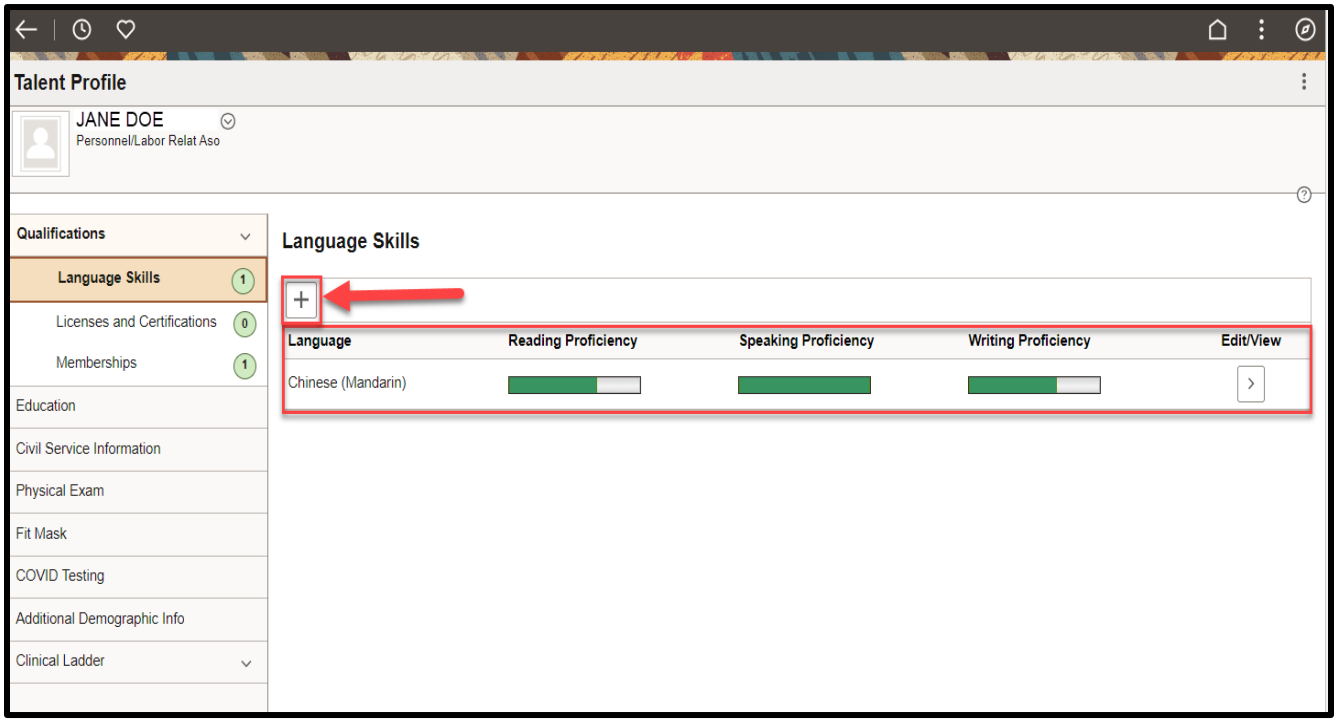
4. After selecting a language, click on the **Save** button on the upper right corner.



5. 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.



6. 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.