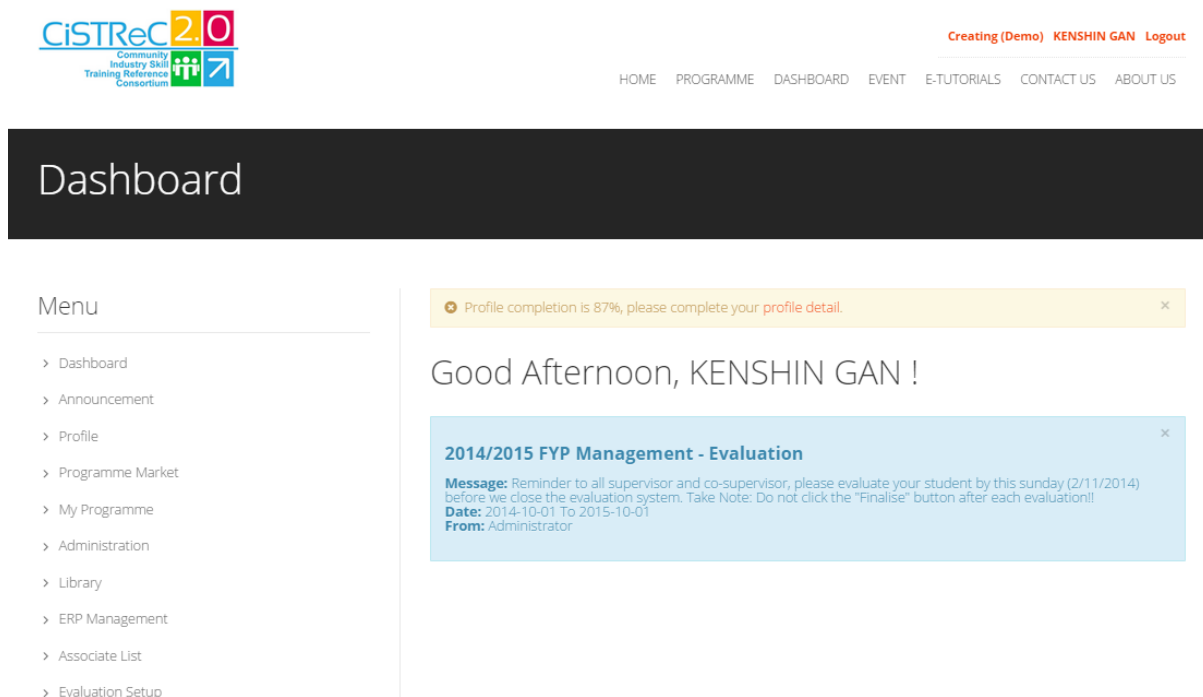


Title: How to edit the Profile

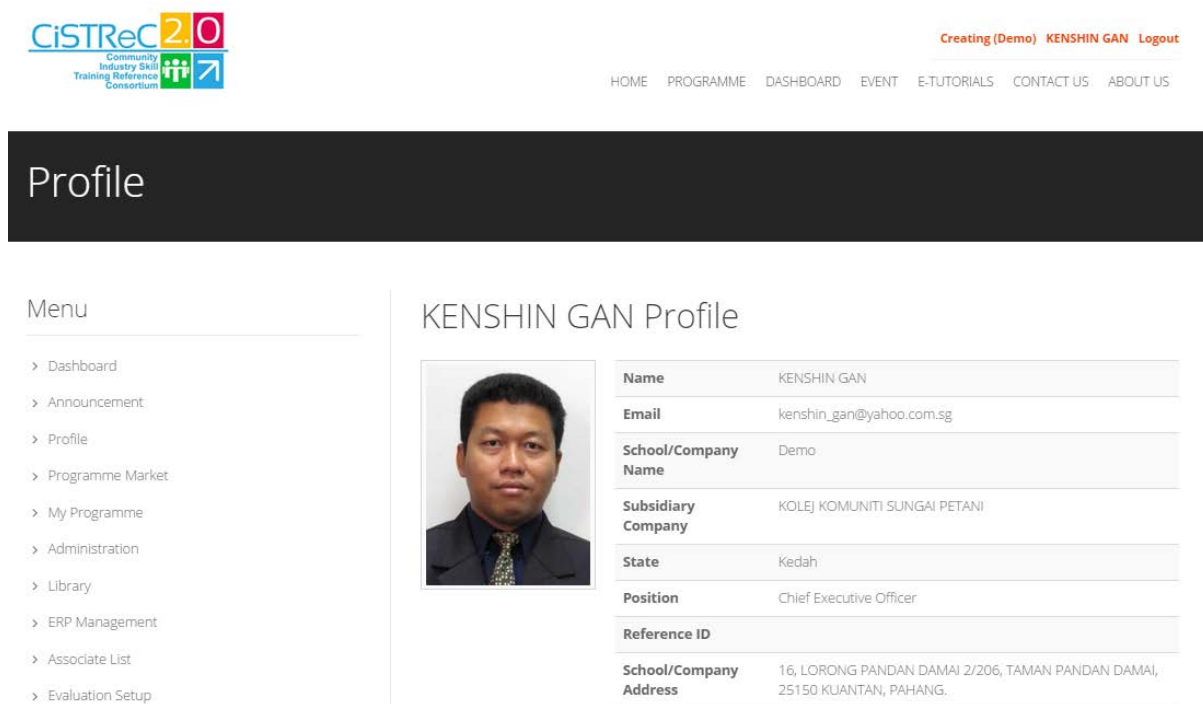
Description:

Step 1: Go the Dashboard.



The screenshot shows the CiSTReC 2.0 Dashboard. The header includes the CiSTReC 2.0 logo (Community Industry Skills Training Reference Consortium) and a user profile section with 'Creating (Demo) KENSHIN GAN' and a 'Logout' link. A navigation menu contains links for HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, and ABOUT US. The main content area has a dark header with the word 'Dashboard'. Below this, a 'Menu' sidebar lists various options: Dashboard, Announcement, Profile, Programme Market, My Programme, Administration, Library, ERP Management, Associate List, and Evaluation Setup. The main content area displays a notification bar stating 'Profile completion is 87%, please complete your profile detail.' followed by a greeting 'Good Afternoon, KENSHIN GAN !'. Below the greeting is a blue box titled '2014/2015 FYP Management - Evaluation' containing a message about evaluating students by Sunday (2/11/2014), a date range from 2014-10-01 to 2015-10-01, and the sender 'Administrator'.

Step 2: Go to the side bar and click on the Profile.



The screenshot shows the CiSTReC 2.0 Profile page. The header is identical to the dashboard. The main content area has a dark header with the word 'Profile'. Below this, the 'Menu' sidebar is visible. The main content area displays 'KENSHIN GAN Profile' with a profile picture of a man in a suit. To the right of the picture is a table containing the following information:

Name	KENSHIN GAN
Email	kenshin_gan@yahoo.com.sg
School/Company Name	Demo
Subsidiary Company	KOLEJ KOMUNITI SUNGAI PETANI
State	Kedah
Position	Chief Executive Officer
Reference ID	
School/Company Address	16, LORONG PANDAN DAMAI 2/206, TAMAN PANDAN DAMAI, 25150 KUANTAN, PAHANG.

Step 3: Find the EDIT PROFILE button in the bottom of the profile.

> Associate List	School/Company Address	16, LORONG PANDAN DAMAI 2/206, TAMAN PANDAN DAMAI, 25150 KUANTAN, PAHANG.
> Evaluation Setup	Country	Malaysia
	IC Number	800719145637
	Contact Number One	0169725832
	Contact Number Two	12345678333
	Contact Number Three	32145678333
	Gender	Male
	Mailing Address	16, LORONG PANDAN DAMAI 2/206, TAMAN PANDAN DAMAI, 25150 KUANTAN, PAHANG.
	Secondary Contact Personnel	
	Secondary Contact Number	
	Secondary Contact Address	
	CV/Resume	view
	About Me	Hi, I am Dr GAN.
	EDIT PROFILE	

Step 4: After clicking on the EDIT PROFILE button, you are allowed to edit the password, academic qualification, working experience and relevant documents. Click SAVE after done editing.



Creating (Demo) KENSHIN GAN Logout

HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

Profile

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

KENSHIN GAN Profile

Profile	Password	Academic Qualification	Working Experience	Relevant Documents
*Profile Picture Choose File No file chosen *Name KENSHIN GAN **Email kenshin_gan@yahoo.com.sg **Position Chief Executive Officer ▼ *Reference ID 00 1100??				

****School/Company**

Demo

***Subsidiary Company**

KOLEJ KOMUNITI SUNGAI PETAI

***State**

Kedah

****School/Company Address**

16, LORONG PANDAN DAMAI 2/206, TAMAN PANDAN DAMAI, 25150 KUANTAN, PAHANG.

***Country**

Malaysia

***IC Number**

800719145637

***Gender**

Male

***Contact Number 1**

0169725832

Contact Number 2

12345678333

Contact Number 3

32145678333

***Mailing Address**

16, LORONG PANDAN DAMAI 2/206, TAMAN PANDAN DAMAI, 25150 KUANTAN, PAHANG.

***Secondary Contact Personnel**

***Secondary Contact Number**

***Secondary Contact Address**

***CV/Resume Upload**

Choose File

 No file chosen

***About Me**

Hi, I am Dr GAN.

SAVE CHANGES