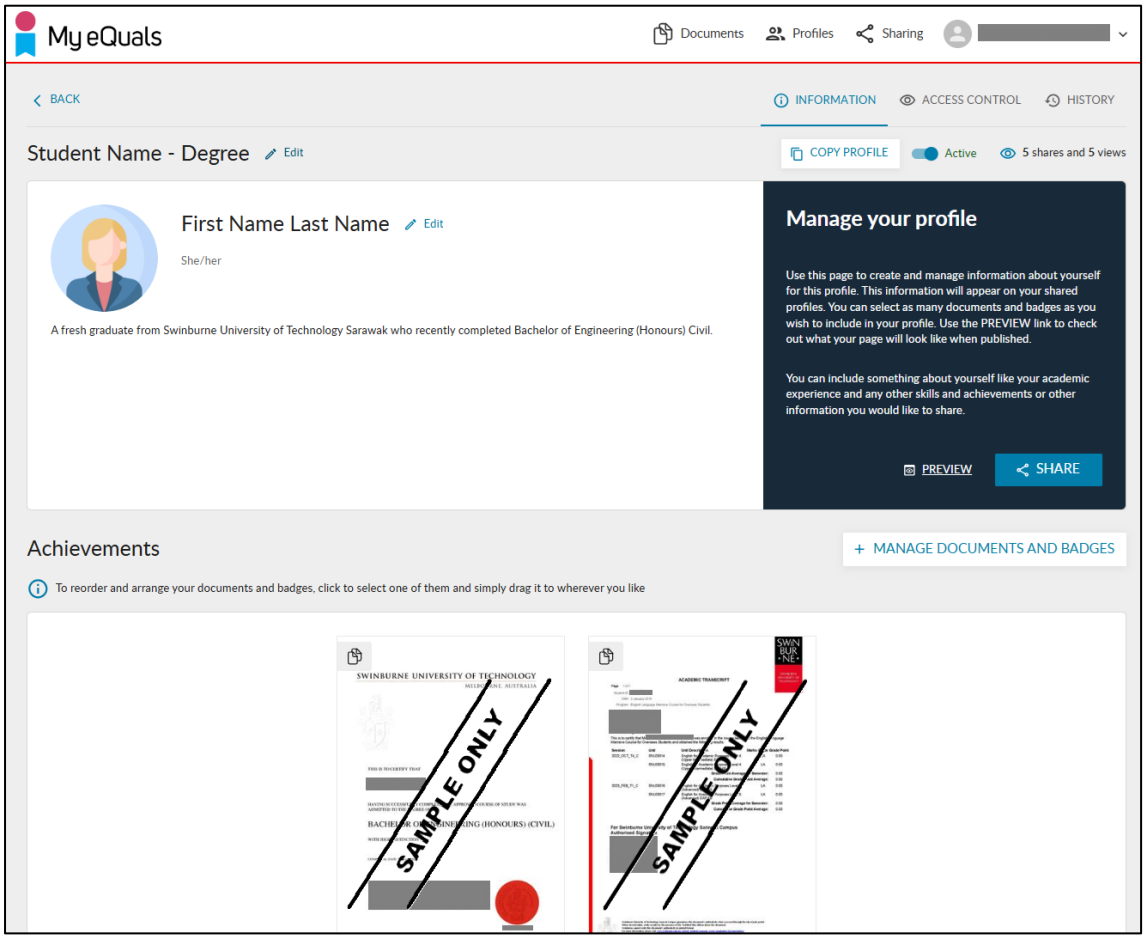
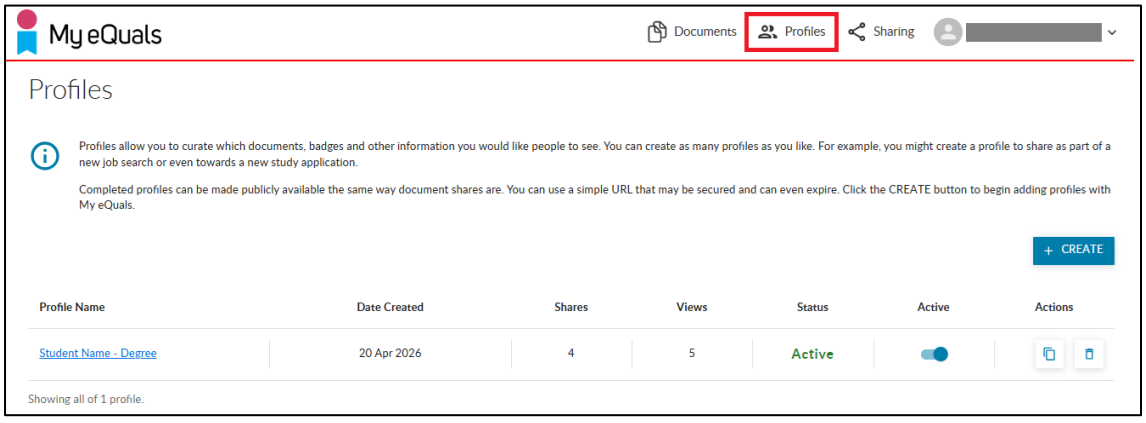
# Profiles

Profiles allow Learner to craft their own story and better articulate their academic achievements. This includes arranging any of issued documents into a single shareable academic profile.

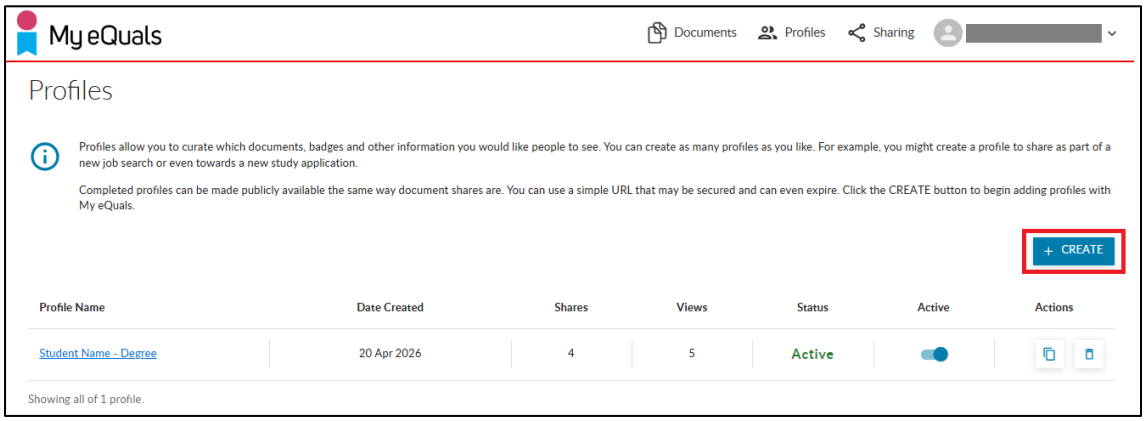



To access or create Profile, select **Profiles** from the navigation panel.

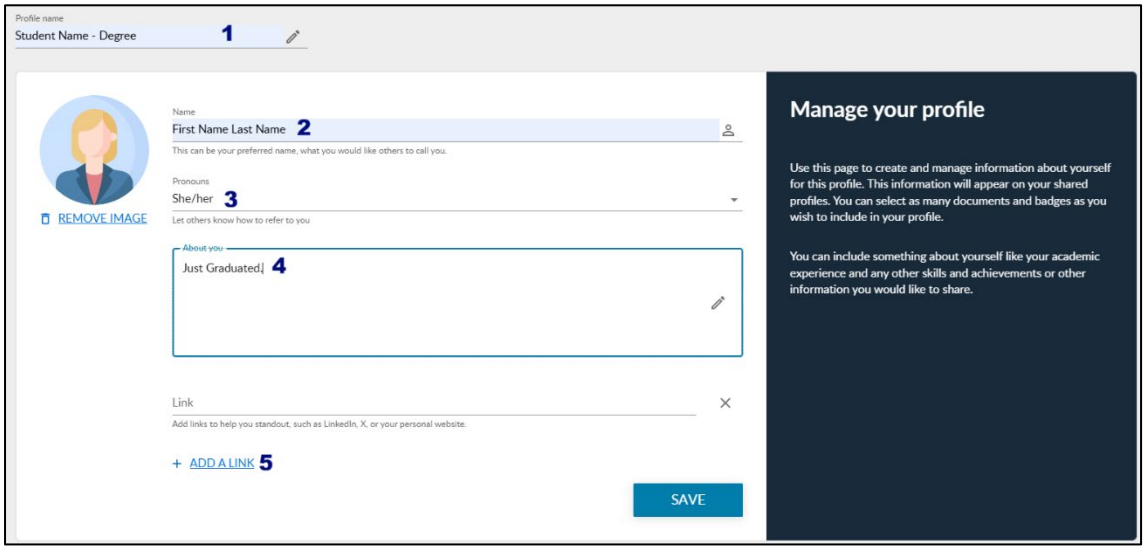


# Create a Profile

To create a new profile, click on the **Create** button.

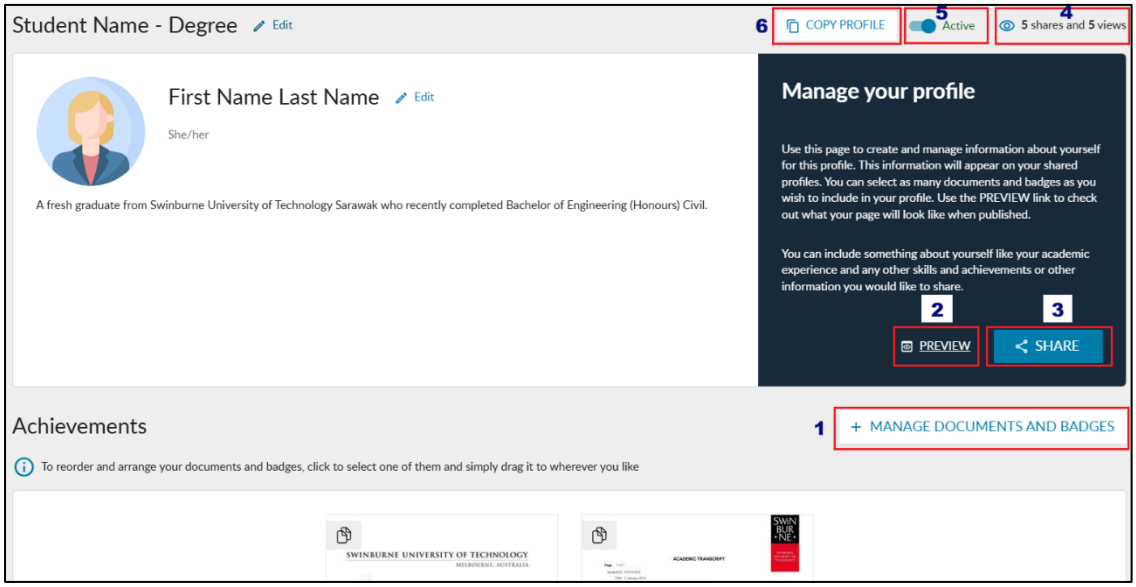



From here, Learner can:

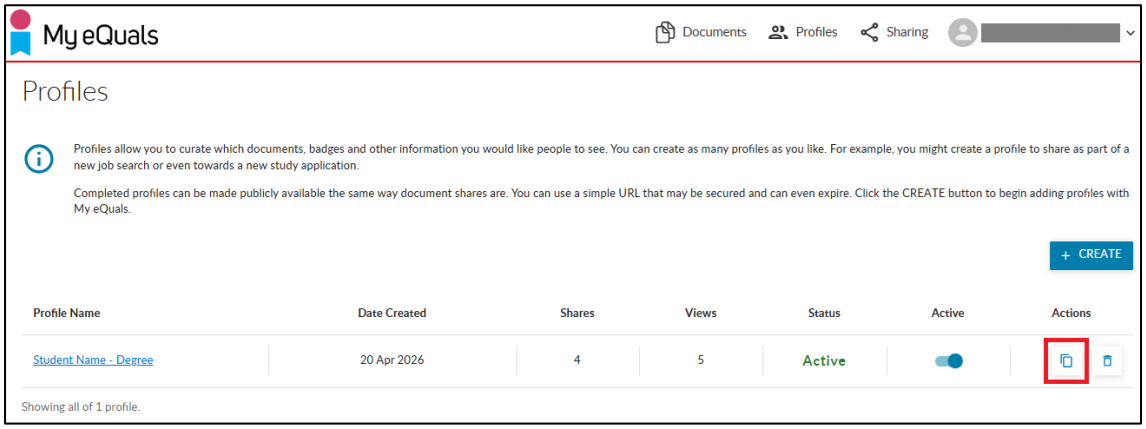



1. Name the profile.
2. Include name. The name can be edited after profile is created.
3. Include pronouns.
4. Upload a profile picture.
5. Click **+ Add a Link** to include external links to the profile, such as LinkedIn, etc. Learner can add up to maximum 5 URLs only.

Once done, click **Save**.

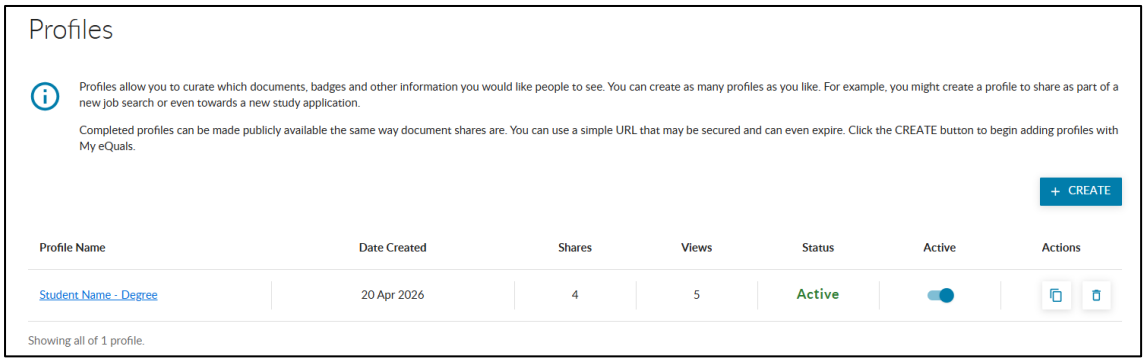



1. Once profile is created, Learner can add associated documents and badges into the profile created by clicking the **+ Manage Documents and Badges**. The order of the documents can be arranged in accordance with own preference.
2. Click the **Preview** button to view how the profile will appear to people they share it with.
3. Click the **Share** button to share the profile.
4. Learner can monitor the number of times the profile has been shared and viewed from the top corner of the page.
5. The profile created can be activated or deactivated by clicking on the **Active / Inactive** toggle button. When a profile is inactive, any shares created under that profile are no longer accessible.
6. To duplicate the profile created, click on **Copy Profile** button. All documents and badges, profile pictures and profile summary will be duplicated. This function is also available on the **Profiles** page.

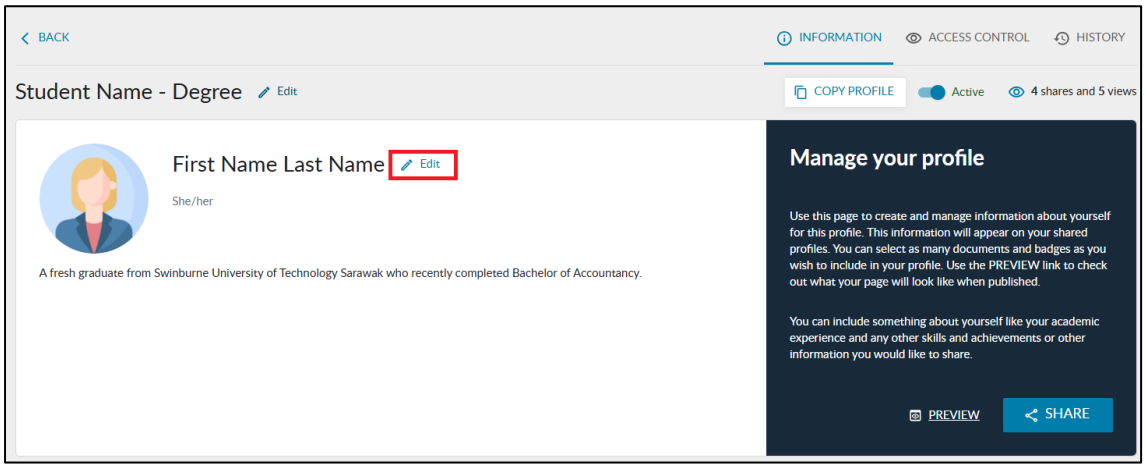


# Edit a Profile

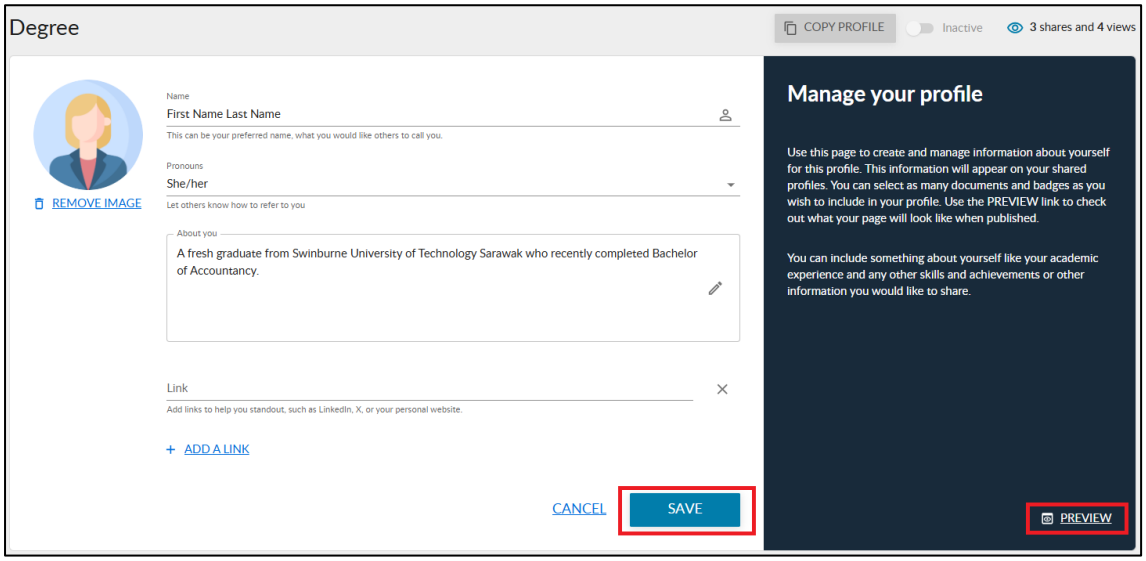
To view or edit individual profile created, click on the row with the profile name.




Click **Edit** to edit the profile.

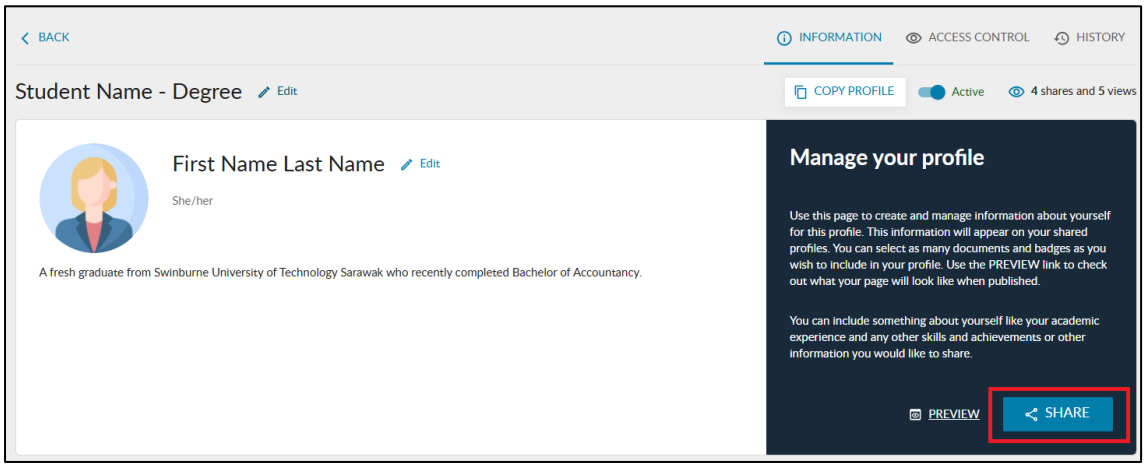



Click **Preview** to check what the page will look like when published. Click **Save** to save any changes. The new changes will be reflected in the original shares.

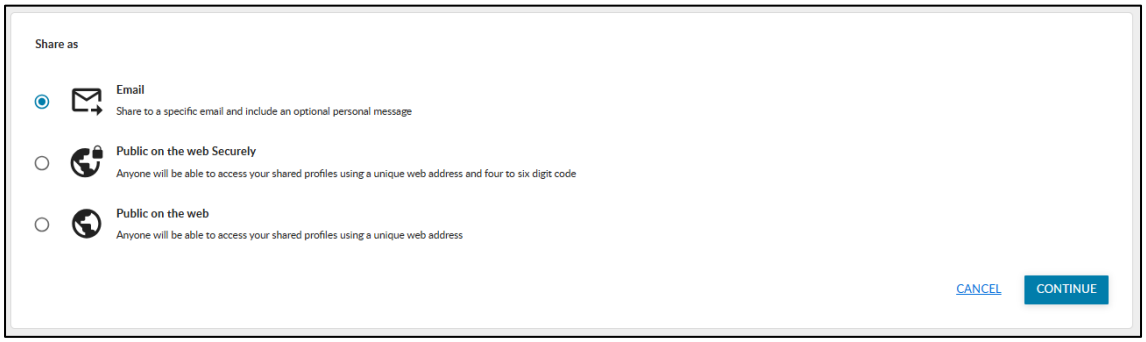


# Share a Profile

To share an individual profile created, click on the row with the profile name and click **Share**.



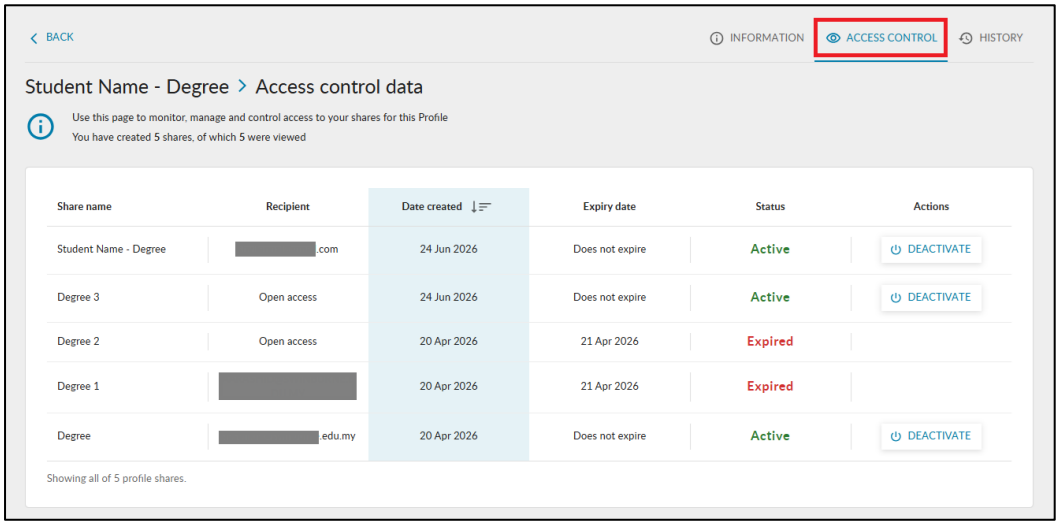

The process of sharing a profile is done in the same way as sharing documents. However, the sharing of profile to Organisation is not supported. Refer to Sharing Options on the steps to share a profile.




⚠ **Note:** Learner can delete profile created but not delete the share created to the profile. The profile shares can only be deactivated.

# Manage Profile Share

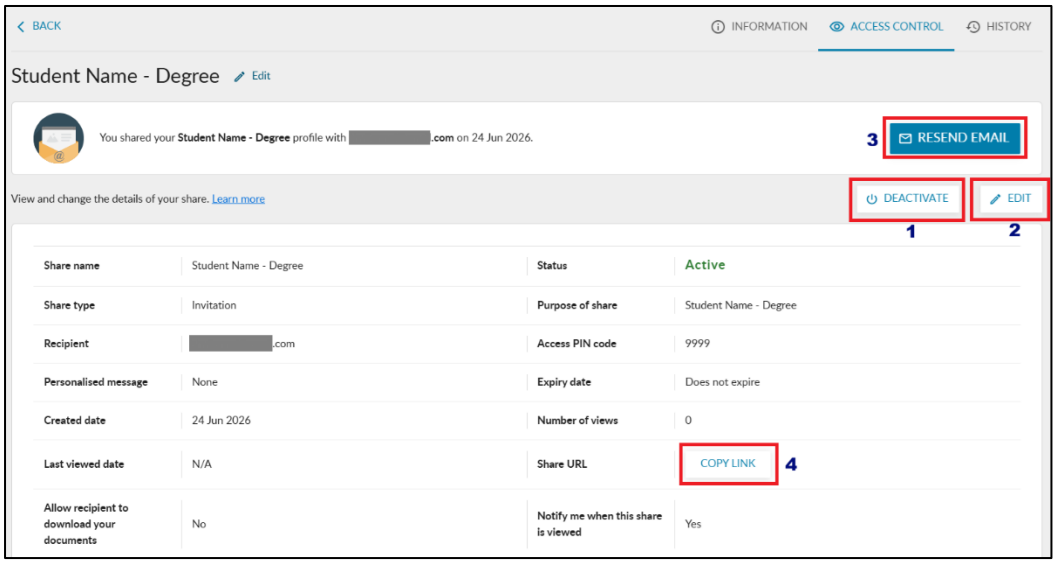
To monitor, manage and control access to the profile shares, click on the row with the profile name and click **Access Control**.




To activate or deactivate the profile share, click on the **Activate / Deactivate** buttons.

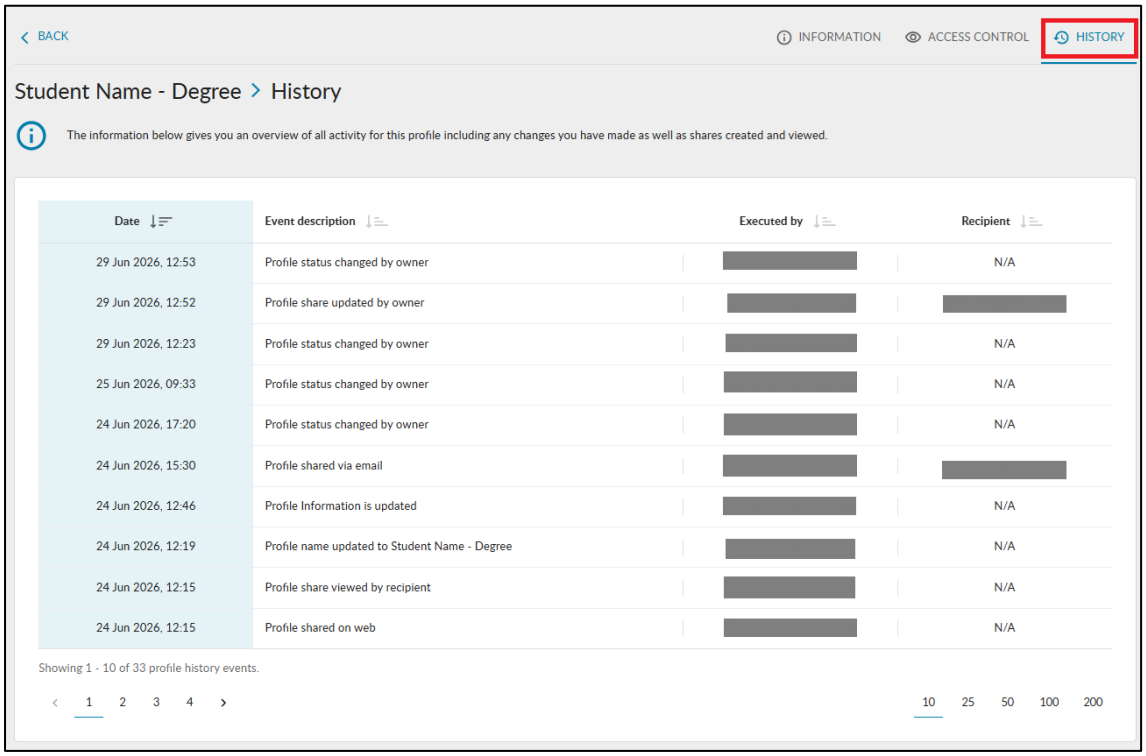
If the profile share status is **Review**, it indicates that it contains an academic achievement that has either expired or is no longer set to public sharing.

To edit the profile share, click on the row with the profile share name.




1. The profile share can also be activated or deactivated from the individual profile share page.
2. To modify the profile share, click on **Edit**.
3. Click on the **Resend Email** button to resend the notification to the profile share recipient.
4. The Share URL can be copied and sent separately to the recipient. (If a PIN is set, please ensure to also share the PIN with the recipient.)

History tab provides the audit trail of the profile.




For a visual walkthrough on **Profile**, click [How to Curate Your Learner Profile with My eQuals](#).