Professional profile

Your professional profile: where you can upload or update your teaching, interventionist and education certificates, which will be shown to students and parents.

Upload doc

1. Login to your profile as above.
2. In the professional profile section tap 

button.
3. Select the option you want, take a picture  or choose a file from your device .
4. With your file uploaded, you will need to enter the name of the document, a description of the document (optional).
5. Tap 

to save your uploading document.
6. Now the name of your document will be displayed on your professional profile.

Update doc

1. If you wish to update your documents you must log in to your profile.
2. In the professional profile section press on the name of the document you wish to update.
3. In the window that appears tap the icon 
4. Select the option you want, take a picture  or choose a file from your device .
5. Enter the name of the document and a description (optional).
6. Tap 

to finish uploading the document.
7. Now the new document and its new information will be displayed on your professional profile.

Revision #4
Created 27 March 2023 19:04:29 by Maria Valencia
Updated 16 May 2023 01:16:19 by Maria Valencia