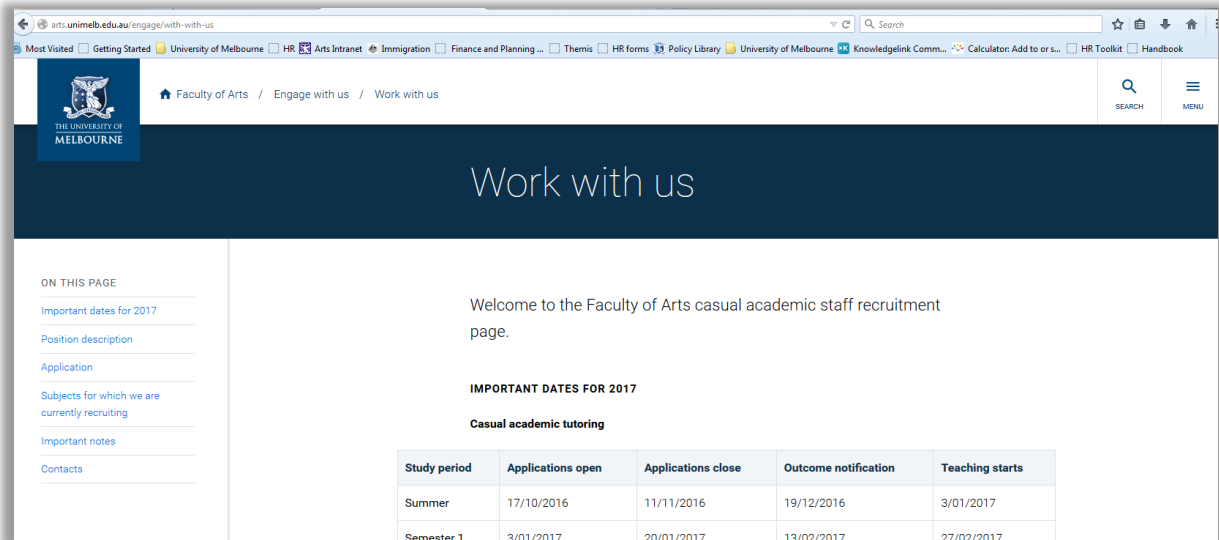
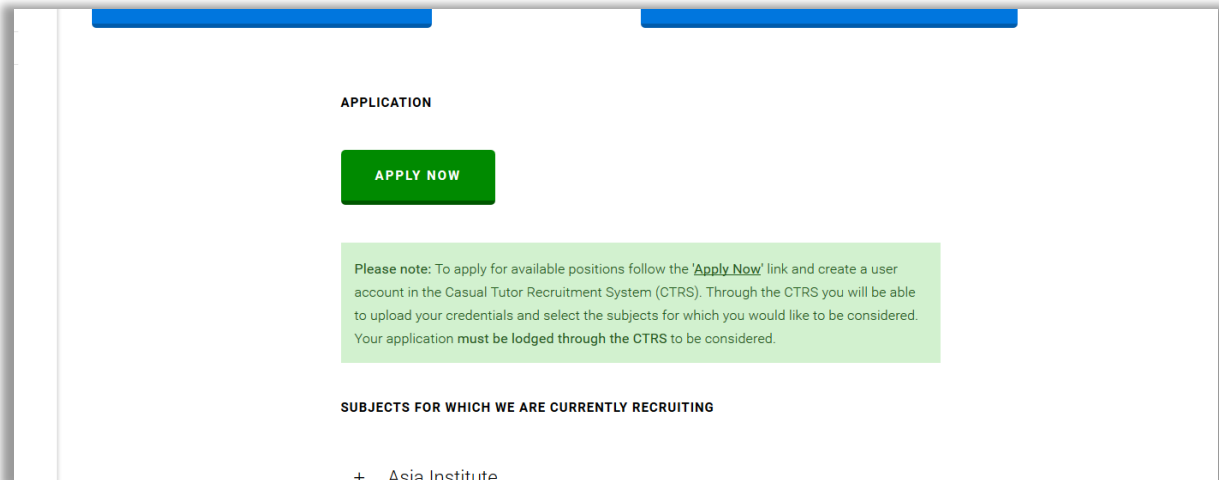


# Updating your Profile and CV

Go to the Faculty of Arts casual academic staff recruitment page at <http://arts.unimelb.edu.au/engage/work-with-us>



Scroll down the page and select the “Apply Now” button



Login to the CTRS using the account details that you were provided with when you created your account. If you can't remember your password just select the appropriate forgot password link to have your password emailed to you.

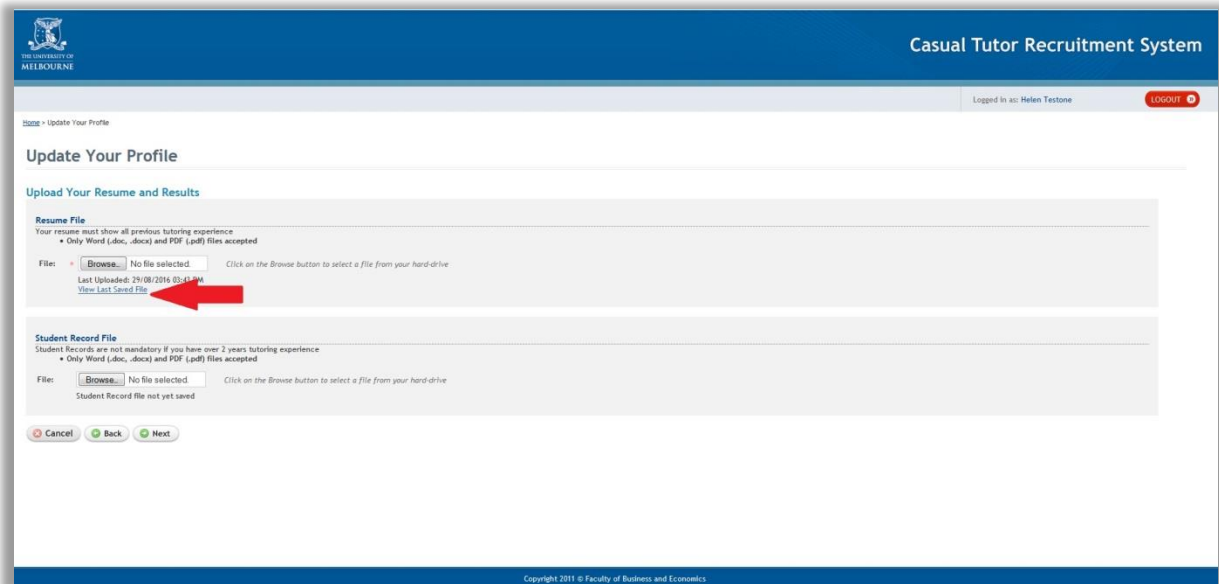
Once you have logged in to the CTRS click on the link to “Update/View Your Profile”. The date and time that this was last updated will be listed in brackets next to the link.

Review the information you have previously provided in each of the screens and update where required. Please note that fields marked with a red asterisk are compulsory. Click the “Next” button to progress through the screens.

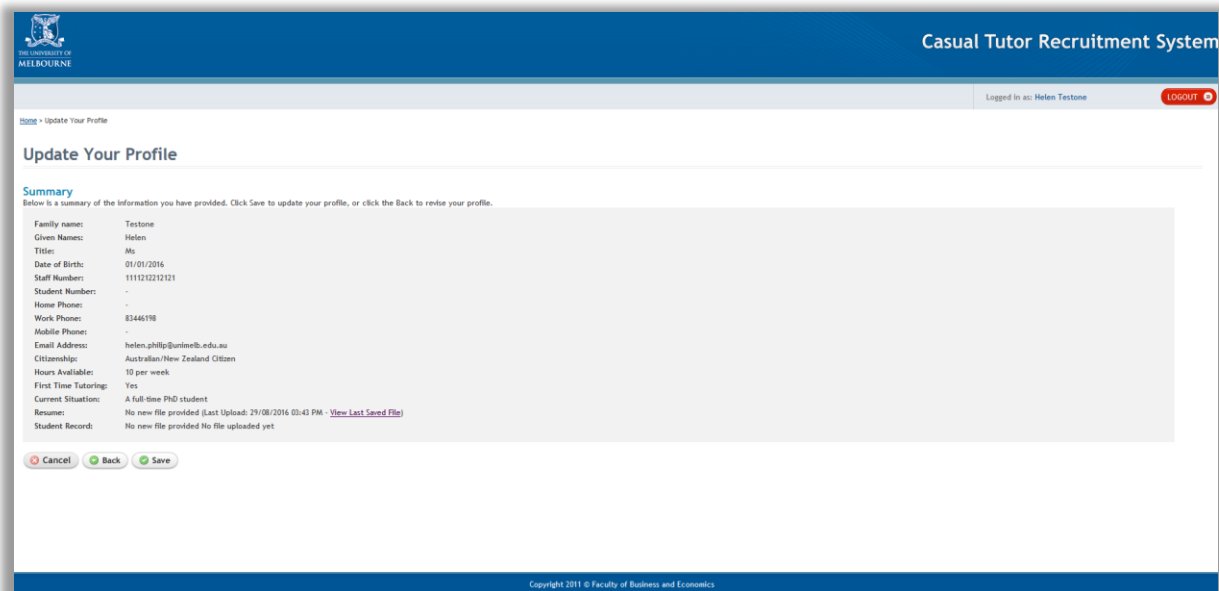
The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System'. The user is logged in as Helen Testone. The page title is 'Update Your Profile'. Below the title is the section 'Personal Details' with the instruction 'Please enter your personal information below. \* - Indicates required field'. The form contains the following fields: Family Name (Testone), Given Names (Helen), Title (Ms), Date of Birth (01/01/2016), Staff ID (1111212212121), Student Number, Home Phone, Work Phone (83446196), Mobile Phone, Email Address (helen.philip@unimelb.edu.au), and Citizenship (Australian/New Zealand Citizen). A note states: 'Note: If you worked at the Melbourne University, please provide us your 6 digits Staff ID.' Another note states: 'Note: If you are applying to teach into a subject run by the Faculty of Architecture Building and Planning, you are required to provide a telephone number.' At the bottom of the form are 'Cancel' and 'Next' buttons. The footer contains 'Copyright 2011 © Faculty of Business and Economics'.

The screenshot shows the 'Update Your Profile' page in the 'Casual Tutor Recruitment System'. The user is logged in as Helen Testone. The page title is 'Update Your Profile'. Below the title is the section 'Past Experience and Current Studies' with the instruction 'Please provide information about your past tutoring experience and current studies. \* - Indicates required field'. The form contains the following fields: 'How many hours a week are you available?' (10), 'Is this your first time tutoring?' (Yes), and 'You are:' (A full-time PhD student). A note says: 'If Other, enter details of your current studies below'. Below this is a text input field. At the bottom of the form are 'Cancel', 'Back', and 'Next' buttons. The footer contains 'Copyright 2011 © Faculty of Business and Economics'.

To view a copy of the last CV you uploaded click the “View Last Saved File” link in the Resume File section. This will open the file in the appropriate application that it was saved in (eg. Microsoft Word for .doc or .docx files and Adobe for .pdf files). The details of the date and time when the last file was uploaded is listed above the link. If you need to update the information in either the Resume File or Student Record File sections, just click on the appropriate Browse button to upload your document.



You will be shown a summary screen which displays all your details for one final check and if everything is OK, select “Save” to update your profile with the amendments.



You will see the following confirmation screen once profile has been saved. You will also see the details of any Schools who are currently advertising casual academic positions and can click the link to start an application or select the button to return to the main screen of the CTRS.

