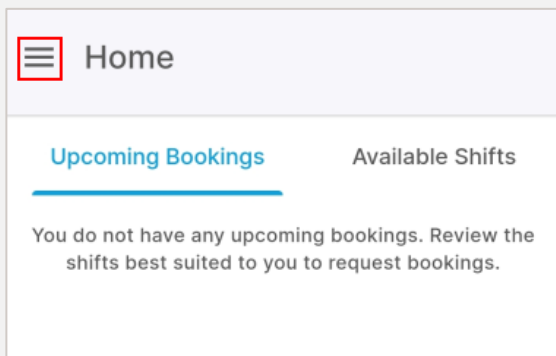


ADDING OR UPDATING QUALIFICATION DETAILS

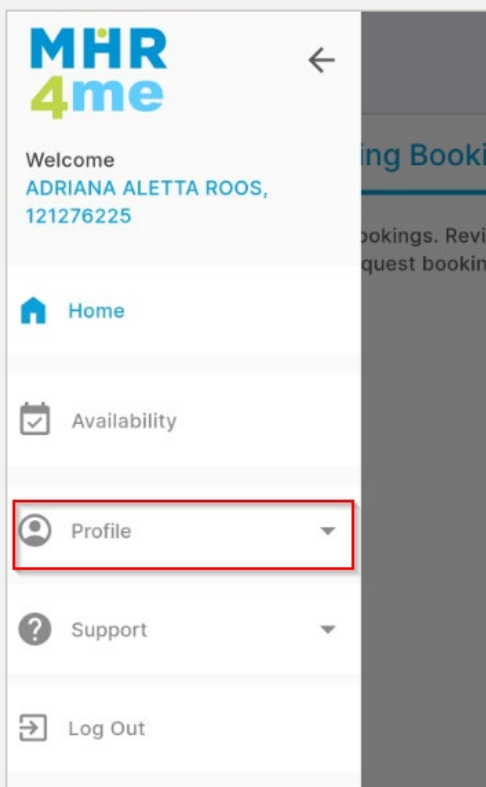
How to add a qualification

Follow these steps:

- 1 From the **Home** screen, tap the **Hamburger button**.

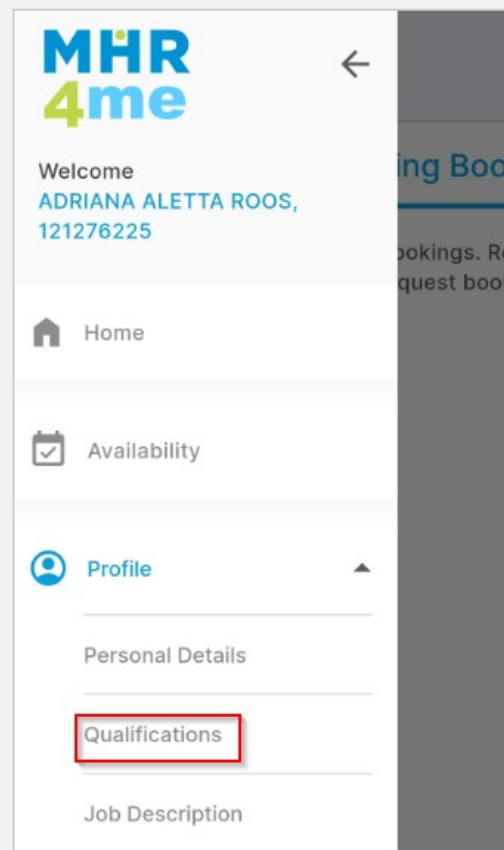


- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Tap the **Qualifications** option.

Note that you can only select qualifications from the dropdown menu. If your qualification is not listed, you can contact MHR to add it to your profile.



- 4 Tap the **Add Qualification** button.



5 Complete the following fields:

Qualification Name – Select the correct qualification from the list.

Date Awarded– Select the year and then the month in which the qualification was obtained.

Upload Qualification – Tap the upload button to upload a certified copy or photo of the qualification.

The screenshot shows the 'Add Qualification' form with three main sections. The first section is 'Qualification Name *' with a dropdown menu currently showing 'Qualification Name'. The second section is 'Date Awarded *' with a date input field showing 'Date Awarded' and a calendar icon. The third section is 'Upload Qualification *' with an upload icon.

6 Tap the **Save** button.

The screenshot shows the 'Add Qualification' form with the following details: 'Qualification Name *' is set to 'Certificate in Hombased Care'; 'Date Awarded *' is set to '04/2024'; and an image 'SmartSelect_20240527_021158.jpg' is uploaded. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

How to edit a qualification entry on the app

7 To report a change, tap the **ellipsis icon/ the three dots (...)** next to the relevant qualification.

The screenshot shows a list titled 'Qualifications'. The first entry is 'Diploma in Community Nursing Science' with a date awarded of 'April, 2024'. To the right of the title is an ellipsis icon (three dots) and a green checkmark.

- Then tap **Request Change** at the bottom of the screen.
- When the Request Change screen is displayed (screenshot below), explain the change you want to make.
- Once you have provided the details, click on **Request**.

The screenshot shows the 'Request Change' screen. It contains the text: 'Do you want to request a change in your details? If you request the change, your admin assistant will contact you.' Below this is a text input field with the placeholder text 'What would you like to change?'. At the bottom, there are 'CANCEL' and 'REQUEST' buttons.

MHR will review the requested change during office hours (Monday to Friday), make the change, or contact you for more information.