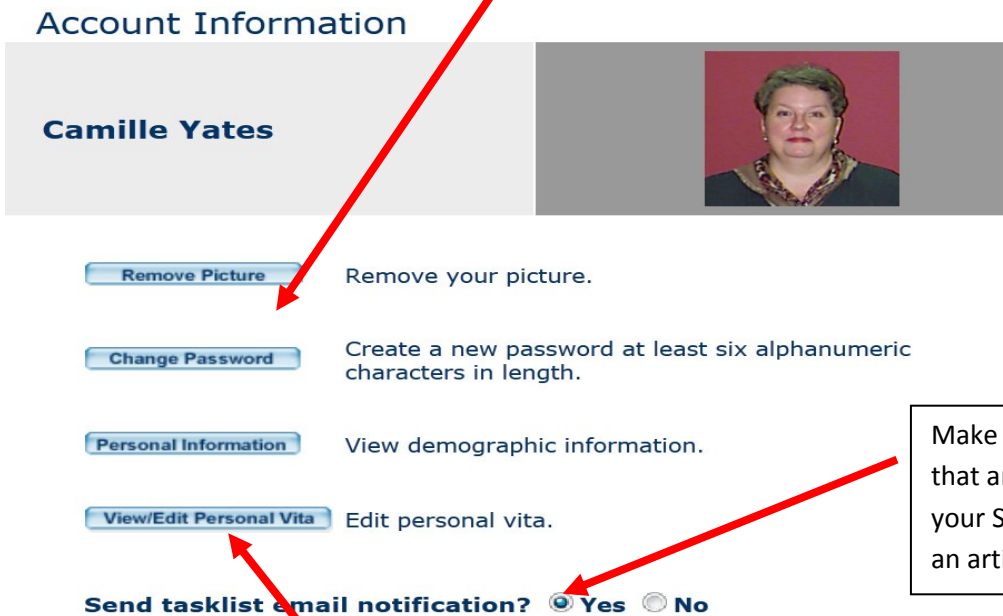


Please go into PP, click on the Account Information tab near the top.

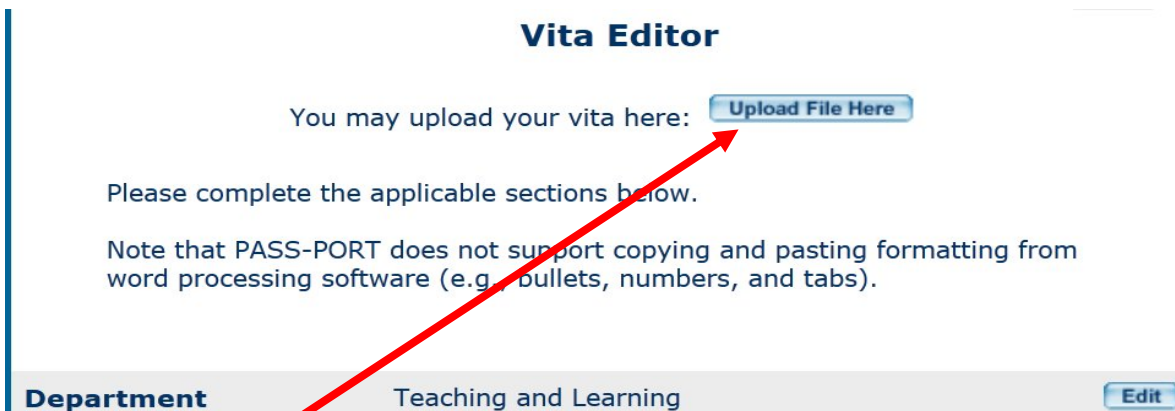


Upload a small picture of yourself (head shot) jpg is best.



Make sure that the **Yes** button is clicked so that an email notification will be sent to your SLU email when a candidate submits an artifact to you for evaluation.

Click on the **View/Edit Personal Vita** Edit personal vita link.



The Vita Editor allows you to upload a copy of your most recent Vita by clicking on the **Upload File Here** link and following the prompts.

Then complete the sections below the instructions by clicking on the **Edit** button beside each part (Department, etc.). Note the caution about copying and pasting information.

Journal Publications can just be the APA format title. If there is a link to it on the web, you may add that.