**Updating Your Profile Information in the RISe System**

* Begin by clicking on your **name** at the top right corner and select “**My Profile**” option



* Within your profile click on “**Detail**” to make **edits** to your profile



* **UBC HR specific** positions are automatically assigned by Workday and **cannot be updated in RISe.**
	+ To have this information updated, please contact the UBC Integrated Service Centre ([https://isc.ubc.ca/](https://irp.ubc.ca/isc))
* For all **Additional UBC and Non-UBC** positions/affiliations.
	+ If you are not affiliated with UBC or not in the UBC WD system yet, you can add your additional appointment(s) here.
	+ **To add a new position:**
		1. Hit +Add button
		2. Fill in the form from the pop-up Window
		3. Hit OK within the pop-up window
		4. Be sure to hit OK again on the top right corner to Save
* **To update an existing position**
	1. Hit “Update” next to your existing position
	2. Edit the form from the pop-up Window
	3. Hit OK
	4. Be sure to hit OK again on the top right corner to Save





* When your profile edits are saved, click on “**My Home**” tab on the left hand side, to access your RISe home page where you will find options for your desired next activity in the system

