The 5 Easy Steps to changing your job title in Interview Exchange

Step 1: Get your job title from the Directory. https://www.rwu.edu/directory

Step 2: Access your profile in Interview Exchange.

Login at: https://sso.interviewexchange.com/rwu/sso.jsp
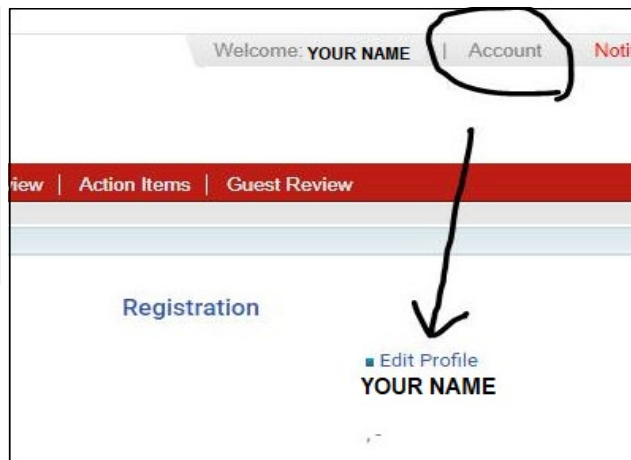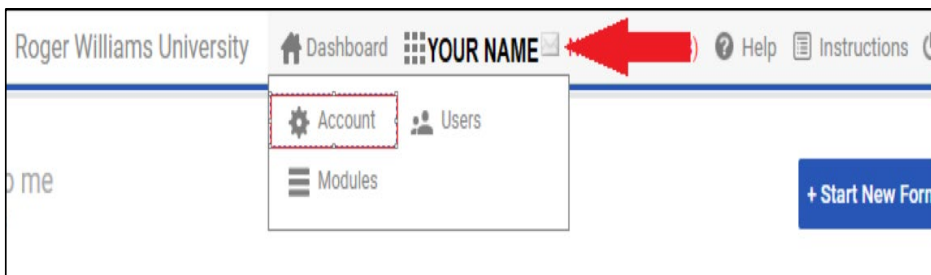
From the **FORMS** module:
- Click on **YOUR NAME** in the top banner.
- Click on **ACCOUNT**.

From the **PERFORMANCE REVIEW** module:
- Click on **ACCOUNT** to open the pop-up window.
- Click on **EDIT PROFILE** above your name.

<--Your Interview Exchange Profile

Step 3: Enter your job title from the Directory.

Step 4: Check Terms & Cond.

Step 5: Click Next

Please use your RWU information for address and phone. Please do not change your email.