

# 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.

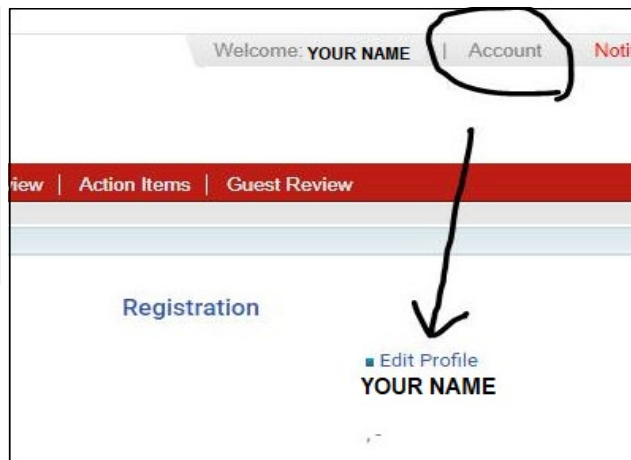
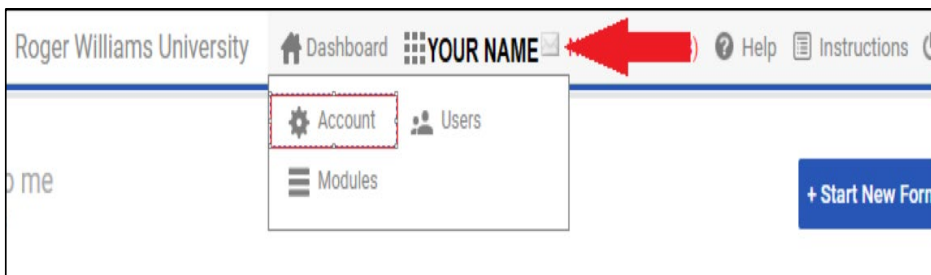
**Login at:** <https://sso.interviewexchange.com/rwu/sso.jsp>

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.



Prefix: \* Mr. ▼

First Name: \* Jared

Last Name: \* Smith

**3.** Title: \* Compensation and Benefits Assc

Street Address: \* 1 Old Ferry Road

Address Line 2: \*

City: \* Bristol

State: \* Rhode Island ▼

Country: \* United States ▼

Postal Code: \* 02809

Office Phone: \* 4012543190 x

Mobile: \* +1

Fax: \*

Login Information

E-mail: \* jmsmith@rwu.edu

SSO Enabled: ☒

**4.** ☒ I have read and understand the Terms and Conditions

**5.** →

<--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.\**