

Did you know you can edit your own Interview Exchange profile at any time?

Here is a visual guide to help you see your profile and update it if necessary.

To get to the site:

- Log into Interview Exchange <https://sso.interviewexchange.com/rwu/sso.jsp>

To access your profile in Interview Exchange

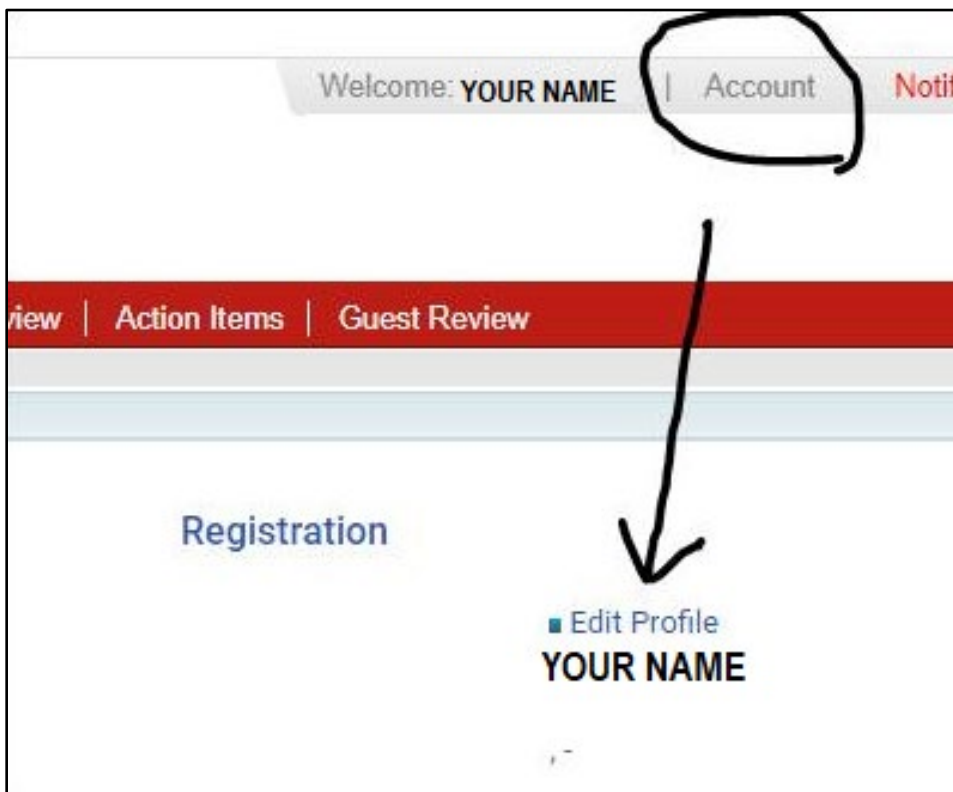
From the **FORMS** module:

- Click on **YOUR NAME** in the top banner to open the pop-up window.
- Click on **ACCOUNT**.



From the **PERFORMANCE REVIEW** module:

- Click on **ACCOUNT** to open the pop-up window.
- Click on **EDIT PROFILE** above your name.



Editing your profile in Interview Exchange

****Please always use your official job title according to the RWU Directory <https://www.rwu.edu/directory> *****

- Review all information in your profile and updated anything that is inaccurate, following the directions below.
- For address, always use your Campus address. It is not necessary to have your home address in there.

To modify user personal information:

1. Click **Edit Profile**.

The *Employer Registration* screen is displayed (see below). Here you can modify all your personal information, including changing your password.

2. Check the box **I have read and understand the Terms and Conditions** at the bottom of this screen.
3. Click **Next** to save the details.

User Information

Prefix: *	Dr. ▾	M.I. <input type="text"/>
First Name: *	<input type="text" value="Liz"/>	
Last Name: *	<input type="text" value="Watson"/>	
Title: *	<input type="text" value="HR"/>	
Street Address: *	<input type="text" value="4 Bellows Road"/>	
Address Line 2:	<input type="text"/>	
City: *	<input type="text" value="Westborough"/>	
State: *	Massachusetts ▾	
Country:	United States ▾	
Postal Code: *	<input type="text" value="01581"/>	
Phone: *	<input type="text" value="1231231234"/> x <input type="text"/>	
Fax:	<input type="text"/>	

Login Information

E-mail: *	<input type="text" value="Lizwatson@interviewexchange.com"/>
New Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>

I have read and understand the Terms and Conditions



Cancel

[Rectangular Snip](#)

Note: Any time your account is updated in the system, you will receive an *Account Updated* notification via email.