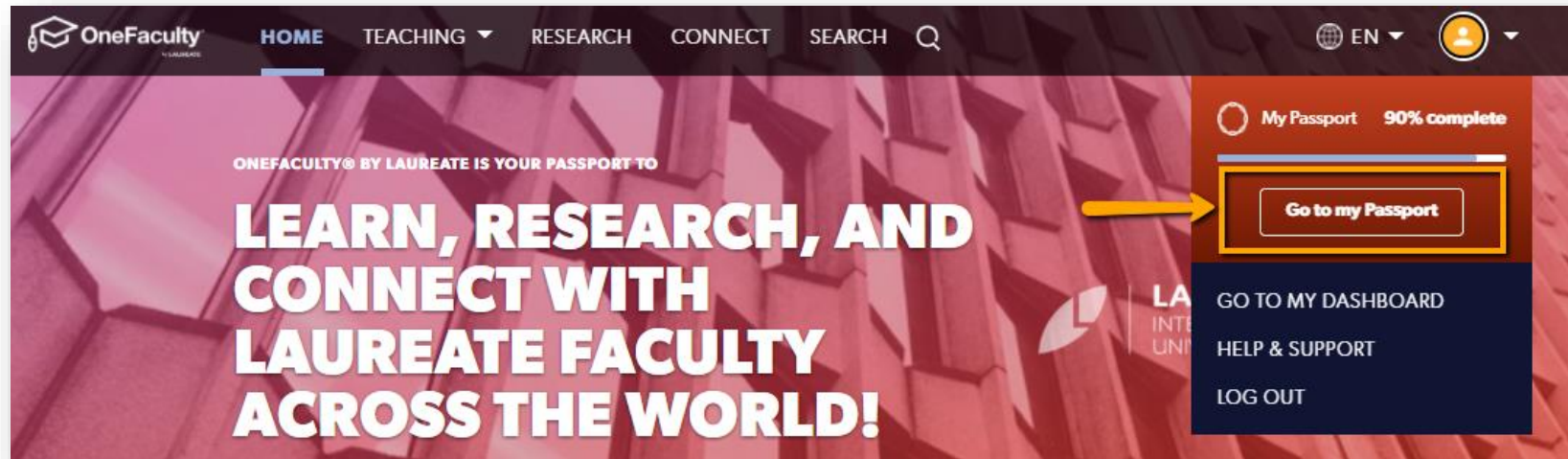


How can I create my Passport?

- 1 Go to OneFaculty <http://onefaculty.laureate.net>
- 2 Once you log in to OneFaculty, place the cursor over the profile icon and select the option “Go to my Passport”.



3

A space will be displayed, where you can add and modify personal and academic information such as:

- Profile photo
- Biography
- Goals
- Skills and interests
- Degrees
- Work experience
- Portfolio resources

Each of these sections of information increases a percentage of your passport completion.


4 **Name and last name- Value: 10%**

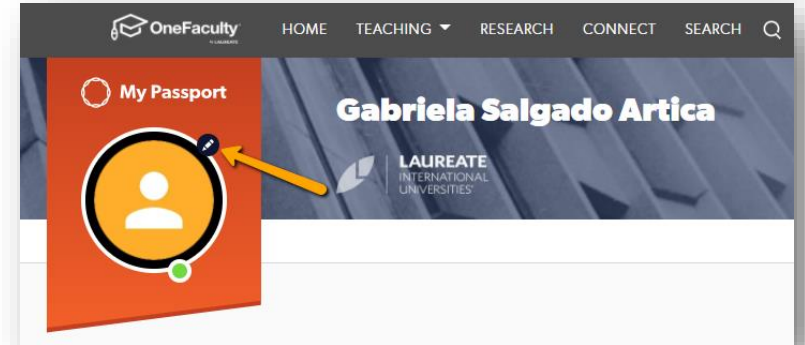
At the time of authenticating, the information that you have in your Office365 account is added, so you do not need to add manually.

5 **Correo electrónico - Value: 10%**

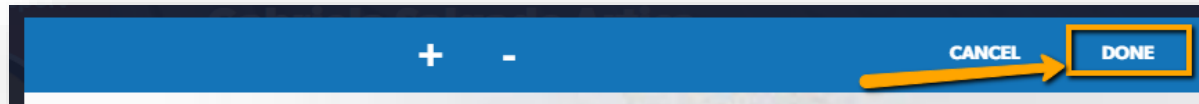
At the time of authenticating, the mail of your Office365 account is added, so you do not need to add manually.

6 Profile photo- **Value: 10%**

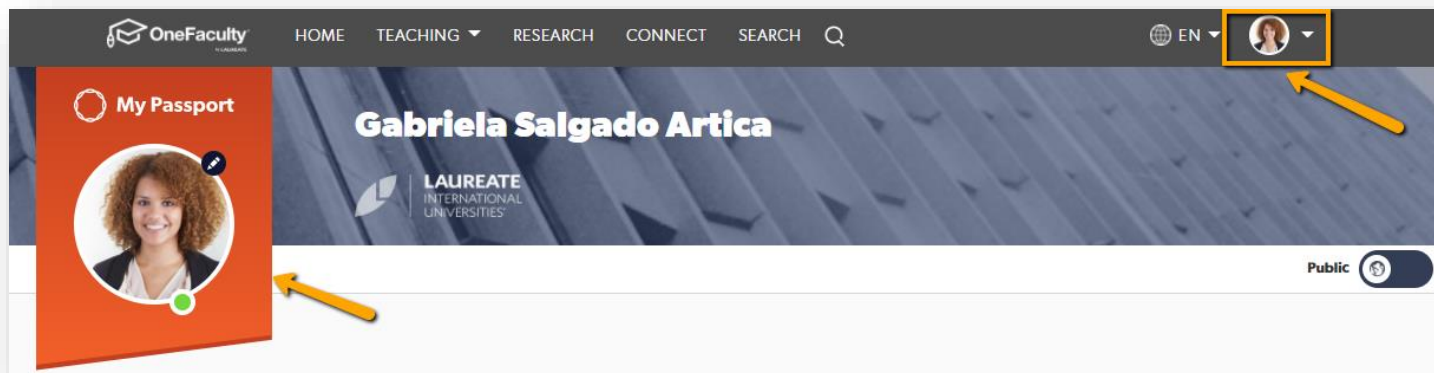
To change your profile photo, click on the icon 



You must select from your computer, the photograph that you want to configure, and then click on the “**Done**” button to save it.

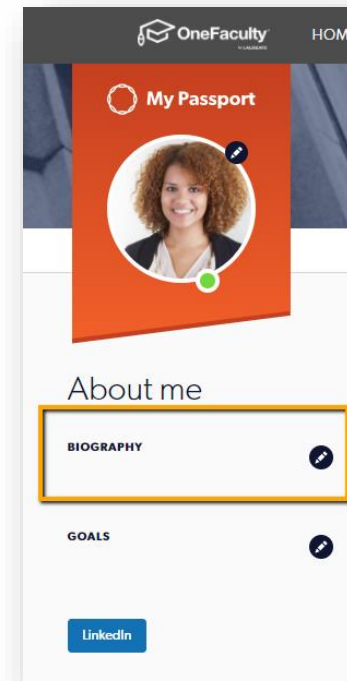


The profile picture will be displayed in your passport and the start icon.

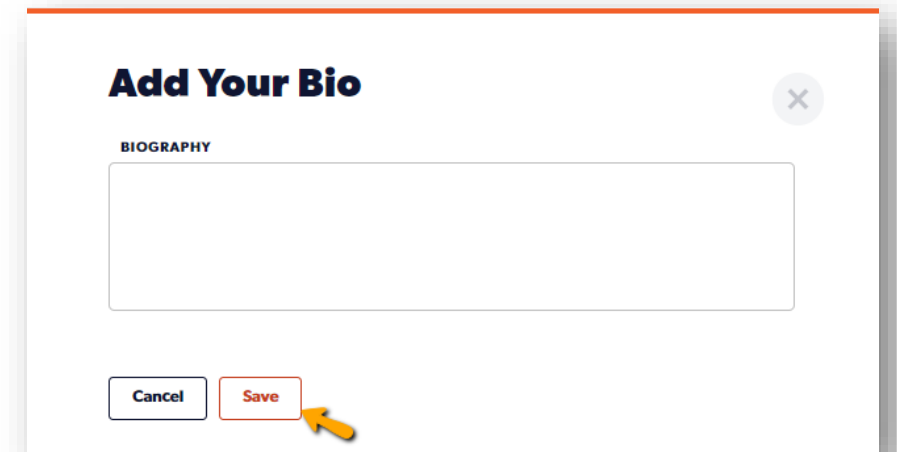


7 **Biography - Value: 10%**

Click on the icon  for Biography, in the section **About me**.



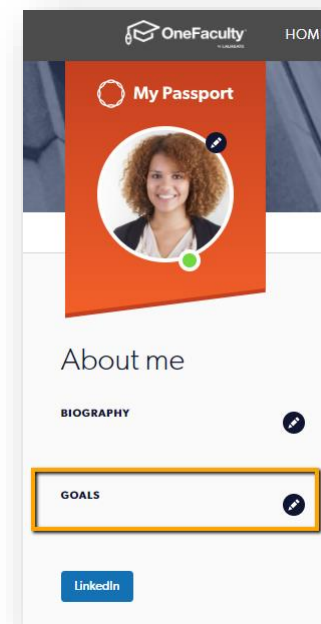
Enter your biography on the text box and click on the **Save** button.



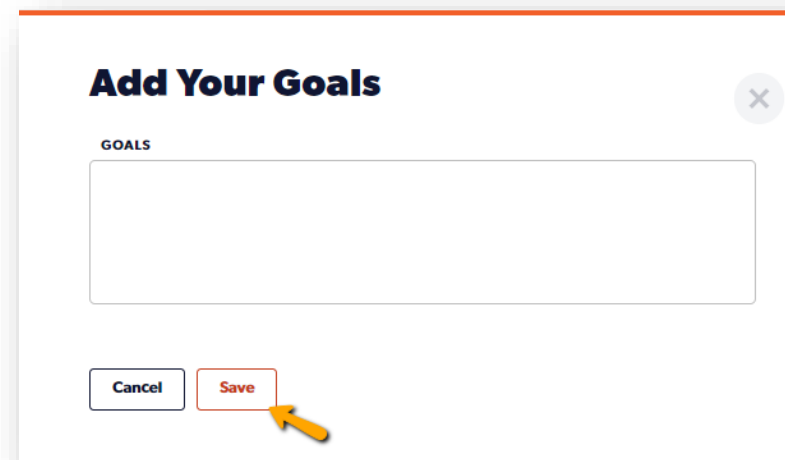
8

Goals - Value: 10%

Click on the icon  for Goals, in the section **About me.**



Add your goals in the text box and click on the **Save** button.

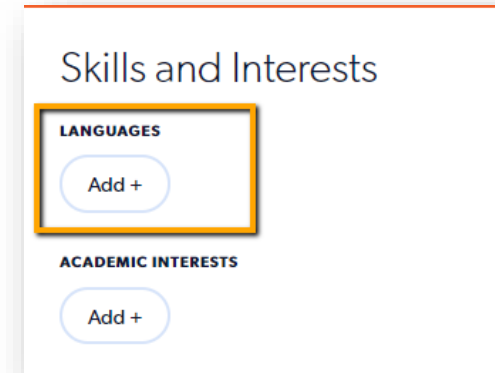
A screenshot of a dialog box titled 'Add Your Goals'. The dialog has a close button (an 'x' in a circle) in the top right corner. Below the title, there is a label 'GOALS' and a large, empty text input box. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'. A yellow arrow points to the 'Save' button.

9 Languages - **Value: 10%**

To add a language, click on the **Add** button of languages.

You must select:

1. Language
2. Proficiency (native, basic or professional).
3. Click on the **Save** button.



Skills and Interests

LANGUAGES

Add +

ACADEMIC INTERESTS

Add +



Add A Language

LANGUAGE

Select a Language

PROFICIENCY

Select Proficiency

Cancel Save

****You must select at least 2 languages**

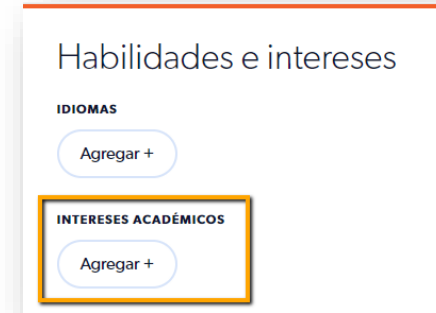
10

Skills and Interests- **Value: 10%**

To add an interest, click on the **Add** button of Academic Interests.

You must select:

1. Discipline in which you are interested.
2. Specialty.
3. Click on the **Save** button.



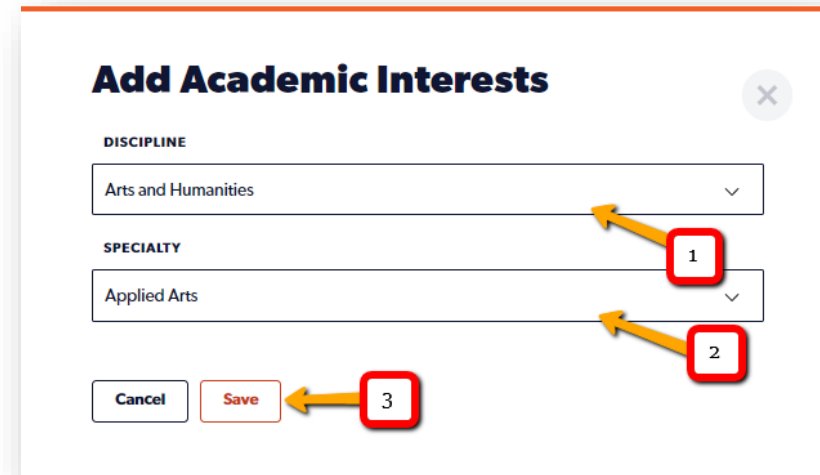
Habilidades e intereses

IDIOMAS

Agregar +

INTERESES ACADÉMICOS

Agregar +



Add Academic Interests

DISCIPLINE

Arts and Humanities

SPECIALTY

Applied Arts

Cancel Save

1

2

3

****You must add at least 5 interests.**

11

Degrees - **Value: 10%**

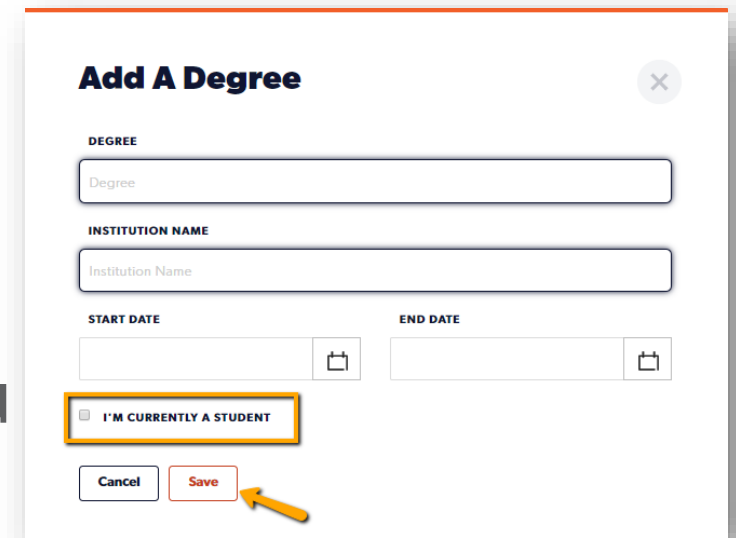
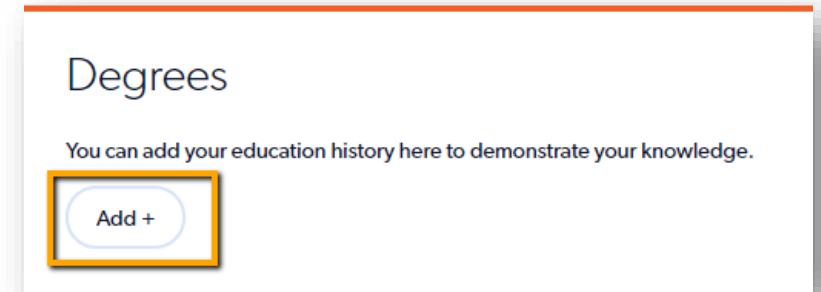
To add your degree, click the **Add** button under the Degrees section.

Enter the following information:

- Degree
- Institution name
- Start and end date

Check the box “I’m currently a student” if you have not finished your studies.

Click on the **Save** button.

A screenshot of a form titled "Add A Degree" with a close button (X) in the top right corner. The form contains several input fields: "DEGREE" (with placeholder text "Degree"), "INSTITUTION NAME" (with placeholder text "Institution Name"), "START DATE" (with a calendar icon), and "END DATE" (with a calendar icon). Below these fields is a checkbox labeled "I'M CURRENTLY A STUDENT" which is checked and highlighted with a yellow border. At the bottom of the form are two buttons: "Cancel" and "Save", with a yellow arrow pointing to the "Save" button.

****You must add at least 1 degree.**

12

Work Experience - Value: 10%

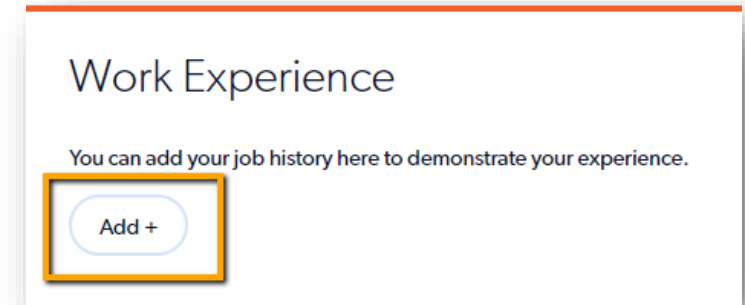
To add your experience, click the **Add** button under the Work Experience section.

Enter the following information:

- Position
- Company or institution name
- Start and end date

Check the box “I’m currently employed at this company/institution” if you continue working at the company.

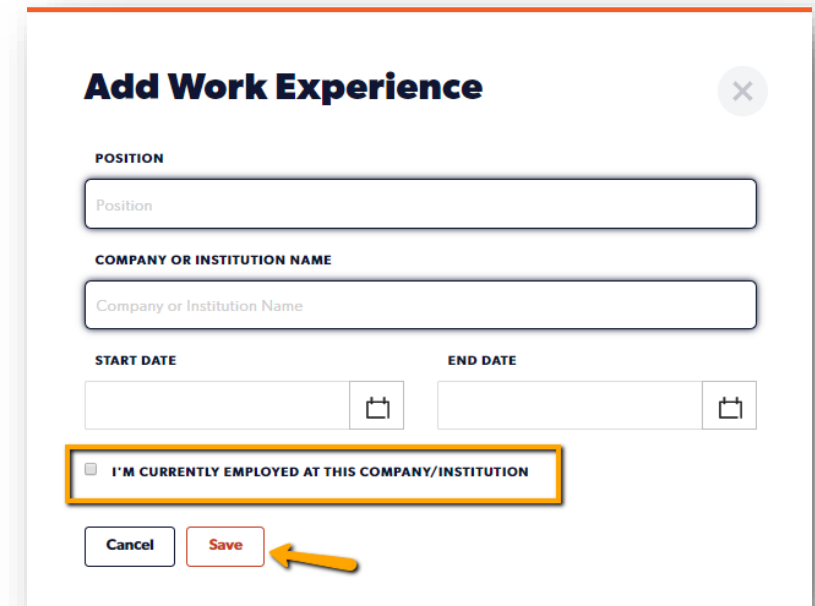
Click on the **Save** button.



Work Experience

You can add your job history here to demonstrate your experience.

Add +



Add Work Experience ✕

POSITION


Position

COMPANY OR INSTITUTION NAME

Company or Institution Name

START DATE 📅 **END DATE** 📅

I'M CURRENTLY EMPLOYED AT THIS COMPANY/INSTITUTION

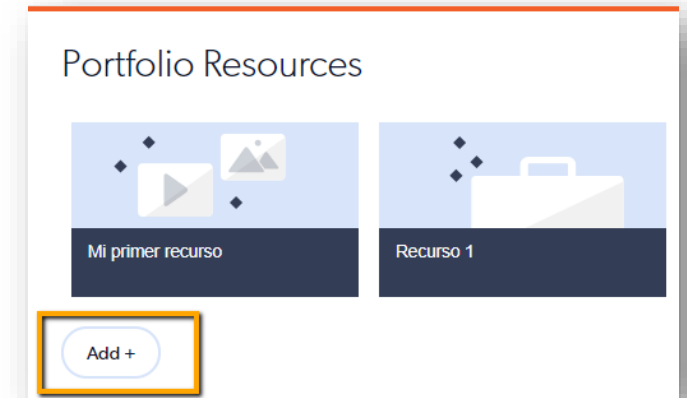
Cancel **Save** 

****You must add at least 1 experience.**

13

Portfolio - Value: 10%

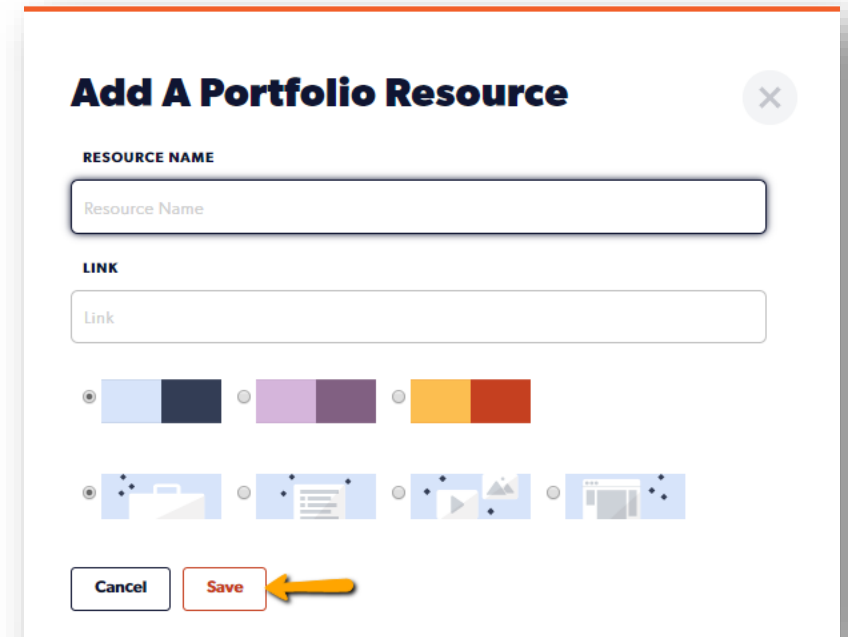
To add your portfolios, click the **Add** button under the Portfolio Resources section.



Enter the following information:

- Resource name
- Link to site where it is located (you can include any type of document or media resource).
- Select the template

Click on the **Save** button.

A screenshot of the 'Add A Portfolio Resource' form. The form has a title bar with a close button (X). It contains two input fields: 'RESOURCE NAME' and 'LINK'. Below the fields are two rows of template icons. The first row has three color-coded options: blue and dark blue, purple and dark purple, and yellow and orange. The second row has four icons representing different resource types: a briefcase, a document, a play button, and a briefcase. At the bottom, there are 'Cancel' and 'Save' buttons. A yellow arrow points to the 'Save' button.

****You must add at least 1 resource.**