

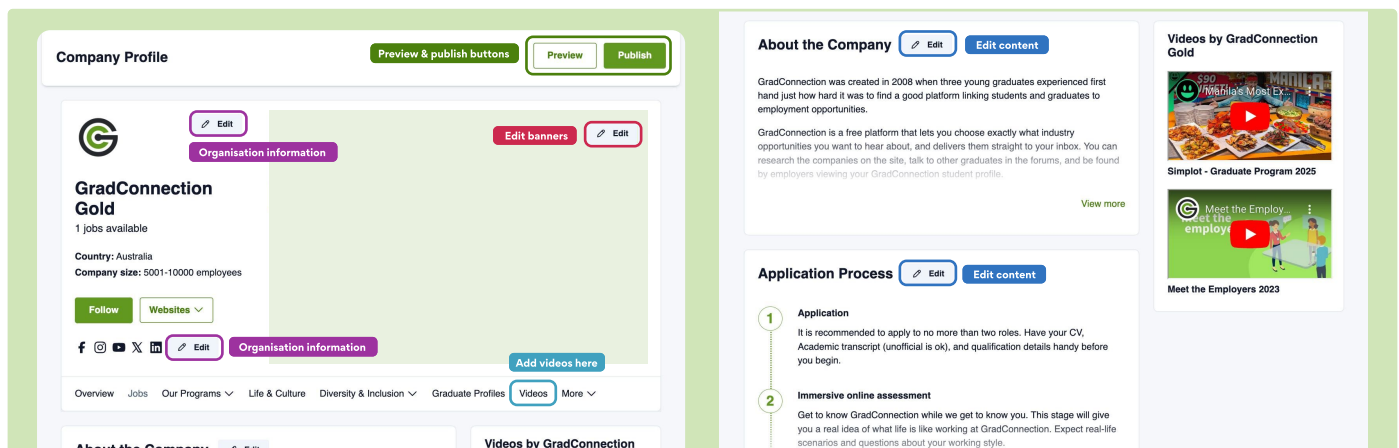
1 How do I access the self-serve editable profile?

You can access your self-serve editable profile by logging into your GradConnection account. Once logged in, navigate to the “Company Profile” tab on the top to start making edits.

2 What changes can I make to my company profile?

You can:

- Add or edit **organisation information**, **content & images**, **videos**, and **banners**
- Create new tabs and pages
- Update existing pages



You will not be able to update non-editable fields such as employer name, latest jobs, and popular hiring time graph (based on activity over the last 12 months).

3 Is there a limit on the number of pages I can add under each tab?

No, you may add as many pages as you need under each tab to showcase your brand and grad/student opportunities, although we recommend a maximum of 5 pages per tab.

4 What if I don't want a specific tab (eg. Life & Culture, Graduate Profiles) on my profile?

If there is no content under a specific tab, it will not show on your live company profile.

5 Will my changes go live immediately?

Yes, once you **publish** your changes, they will reflect on your company profile immediately. No need to wait for approvals or delays. Please note, however, changes to the **organisation information** (logo, banner, website/social media) will go live the moment you **save** the changes.

6 Can I preview my updates before they go live?

Yes, the self-serve editor includes a **preview** function, so you can see how everything will look before you publish.

7 What if I make a mistake or want to revert a change?

You can edit or update your pages anytime. While there isn't an “undo” option, you can manually change the content back or adjust as needed.

8 Who can edit the profile?

Any team member with access to your GradConnection employer account can make edits. Be sure to keep each other updated on any changes to avoid conflicts in content.

9 Could you provide an example of an ideal employer profile?

Yes, check out [this employer profile](#).

10 Can I still contact support if I have questions or need help with edits?

Yes, your Account Manager is here to help! They will also be updated on any changes made to your profile. Reach out if you have questions or encounter any issues!