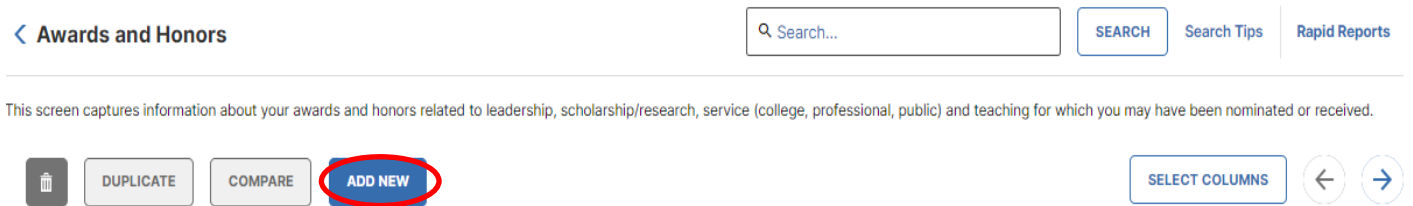


Adding a New Record

In each screen you will need to add records separately. For example, in the Awards and Honors screen below, you will have to select the *Add New* button to enter each award and honor:



Save

When you are finished entering your data, please remember to always select



The *Save* button will save the data you entered and return you to the previous screen. The *Save + Add New* button will save the data you entered and will give you a new page to add another record.