Toggling Between Positions
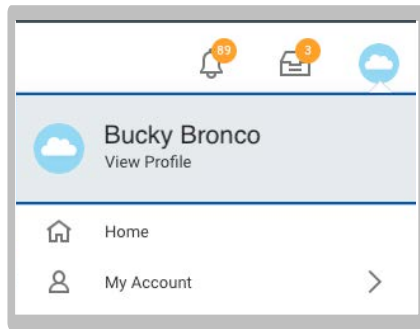
Select the worker profile icon (cloud) in the upper right corner of the window.

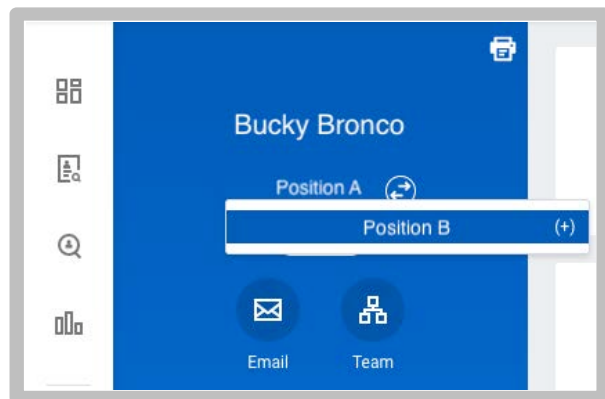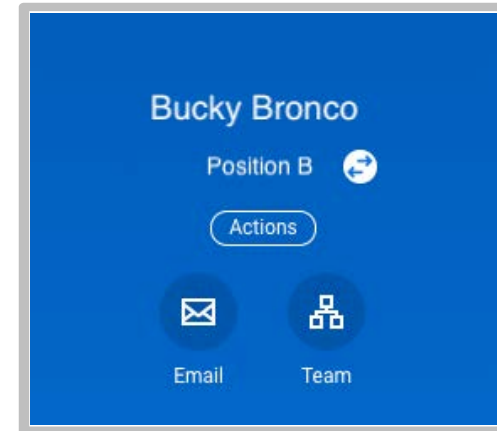**1.** Select View Profile from drop down menu.

2. Once in profile view you will see your primary job automatically populate as the default

To change positions, click on the circular button with two arrows facing in different directions, then click on your secondary position.

3. Now your profile should show your secondary position under your name. The tabs below (e.g. summary, job, compensation, etc.) will now reflect information applicable to this position.

4. To toggle back to your primary position, repeat step 2. This time your primary position should appear in the drop down box when you click on the arrow symbol.

Please Note: When you leave the profile view and return via the cloud symbol, your position will default back to your primary position.

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