

How to create a Language Tandem Profile

1. Click on the button "Create your profile"

Faculty & Staff Language Tandem Opportunities



2. First, tick "Agree to Terms and Conditions". Then, select "Authenticate with your Institution!" and use your university login data.

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3. To get back to the "Language Tandem" page you can either simply use this link: <u>https://facultyandstaff.unite-university.eu/language-tandems-create</u> and follow this set of instructions from step 4 onwards.

OR

you navigate your way through the different webpages as follows: a) First you need to click on the "Windows" Icon in the top left corner.



b) Then click on the icon "Website" and then on the purple button "Go to Website"



c) Next, select the language tandems via the pull-down menu.





4. Once you are back at: <u>https://facultyandstaff.unite-university.eu/language-tandems-create</u>

You can start filling in your profile.

Please **upload a picture** of yourself with a 16:9 aspect ratio. Here are the most common resolutions which follow that ratio: 640x360, 854x480, 960x540, 1024x576 ... up to max.2048x1152

5. Click on "submit" Then you will see the following screen:



6. Your profile will be uploaded and visible within a few minutes. Attention: No confirmation will be sent to your email address.

Sometimes it feels as if the page does not work: Then simply reload the page arnothing

