

# QUORA USER PROFILE CREATION - WORKFLOW

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# Quora

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# INTRODUCTION

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This document describes the step-by-step instructions on how to create a user profile on the Quora® website. Quora is a digital platform that enables the user to create, add, or post their questions and answers (*i.e.*, the platform is two-way communication, in which the user can post their questions and simultaneously answer different queries).

## CREATING USER PROFILE

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The following sections describe how to sign up and create a user profile on the Quora website.

### Registering on the Portal

**Path:** *Quora Portal > Sign Up*

This section enables the user to sign up with their social accounts or e-mail and encrypt them with a password.

#### To sign up on the portal:

1. Enter a name in the *Name* field on the Quora window.
2. Enter an e-mail address in the *Email* field.
3. Enter a password in the *Password* field.
4. Check the *I'm not a robot* box and click *Sign Up*:



The screenshot shows the Quora Sign Up form. It has a title 'Sign Up' at the top. Below it are three input fields: 'Name' with the text 'John Michael', 'Email' with the text 'johnm123@gmail.com', and 'Password' with a masked password '.....'. Below the password field is a checkbox labeled 'I'm not a robot' which is checked, and a reCAPTCHA logo. At the bottom right is a blue 'Sign Up' button.

**Note:** The following information must be noted while creating an account:

- Ensure the name and e-mail ID entered are accurate.
- Ensure the password entered contains at least one lower case, one upper case, and a numeric, if not, the following message displays:

*Please use a password with at least one lowercase letter, an uppercase letter, and a digit.*

5. Select the applicable topics or areas of interest that are displayed on the dialogue box and click *Done* to complete the sign-up process.

## Completing the Credentials and Highlights

**Path:** Quora Portal > User Login > Credentials & Highlights

This section describes how to add the employment, education, and location details on the Quora main page window.

### To add the credential details:

1. From the Credentials & Highlights section, click *Add employment credential*.
2. Add the following information on the Edit credentials window:

Fields	Description
Position	Enter the name of the designation.
Company/Organization	Enter the name of the company or organization.
Start Year	Select the start year from the drop-down list.
End Year	Select the end year from the drop-down list.
I currently work here	Check this box if currently being employed.

**Edit credentials**  
Credentials add credibility to your content

**Position**  
Accountant 50

**Company/Organization**  
Toyota

**Start Year**  
▼

**End Year**  
▼

☐ I currently work here

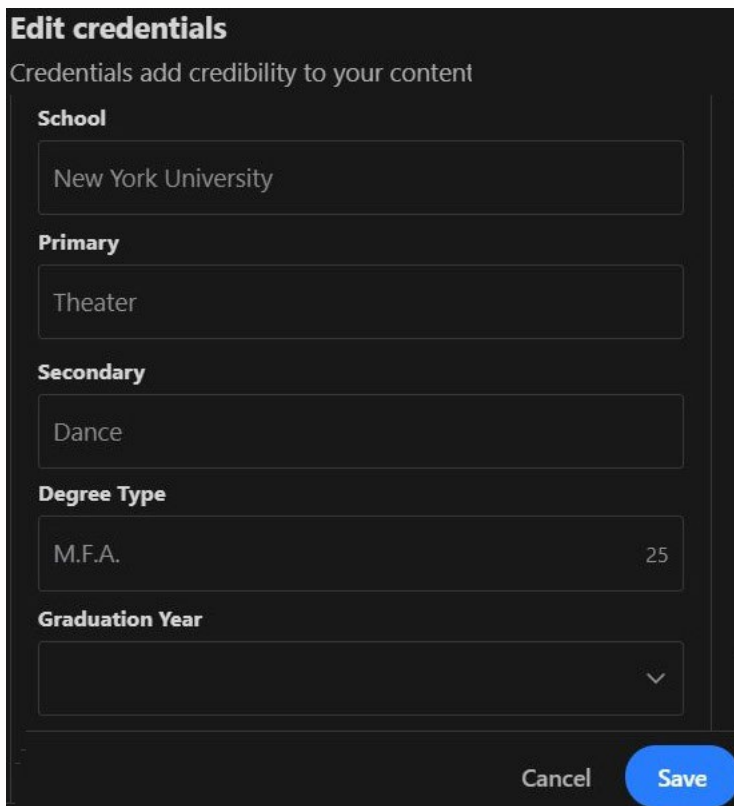
Cancel Save

3. Click *Save* to save the employment details.

**To add the education details:**

1. From the Credentials & Highlights section, click *Add education credential*.
2. Add the following information on the Edit credentials window:

Fields	Description
<b>School</b>	Enter the name of the school or college.
<b>Primary</b>	Enter primary education.
<b>Secondary</b>	Enter secondary education.
<b>Degree Type</b>	Enter the degree type such as full-time, part-time, distance education, etc.
<b>Graduation Year</b>	Select the graduation year from the drop-down list.



**Edit credentials**  
Credentials add credibility to your content

**School**  
New York University

**Primary**  
Theater

**Secondary**  
Dance

**Degree Type**  
M.F.A. 25

**Graduation Year**  
▼

Cancel Save

3. Click *Save* to save the education details.


**To add the location details:**

1. From the Credentials & Highlights section, click *Add location credential*.

2. Add the following information on the Edit credentials window:

Fields	Description
<b>Location (required)</b>	Enter the appropriate location.
<b>Start Year</b>	Select the start year from the drop-down list.
<b>End Year</b>	Select the end year from the drop-down list.
<b>I currently live here</b>	Check this box if currently living in the selected location.
<b>Note:</b> The <i>Start Year</i> and the <i>End Year</i> indicate the tenure being stayed in a particular location.	

**Edit credentials**  
Credentials add credibility to your content

 **Add location credential**

**Location (required)**  
Hyderabad

**Start Year**  
▼

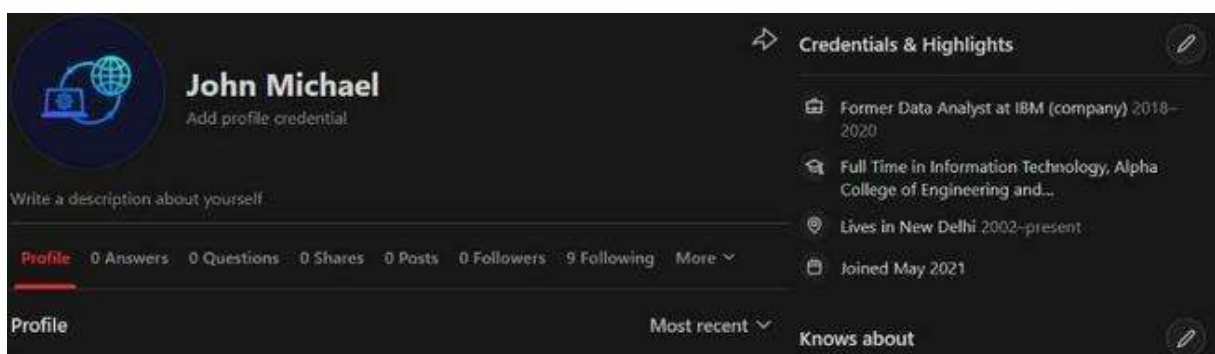
**End Year**  
▼

☐ I currently live here

Cancel **Save**

3. Click *Save* to save the location details.

Once these details are added, the following cover page displays:



The image shows a Quora profile page for John Michael. The profile includes a circular profile picture with a globe icon, the name "John Michael", and the text "Add profile credential". Below the name is a section for "Write a description about yourself". The profile statistics show: Profile, 0 Answers, 0 Questions, 0 Shares, 0 Posts, 0 Followers, 9 Following, and a "More" dropdown. The "Credentials & Highlights" section lists: "Former Data Analyst at IBM (company) 2018–2020", "Full Time in Information Technology, Alpha College of Engineering and...", "Lives in New Delhi 2002–present", and "Joined May 2021". The "Knows about" section is also visible.