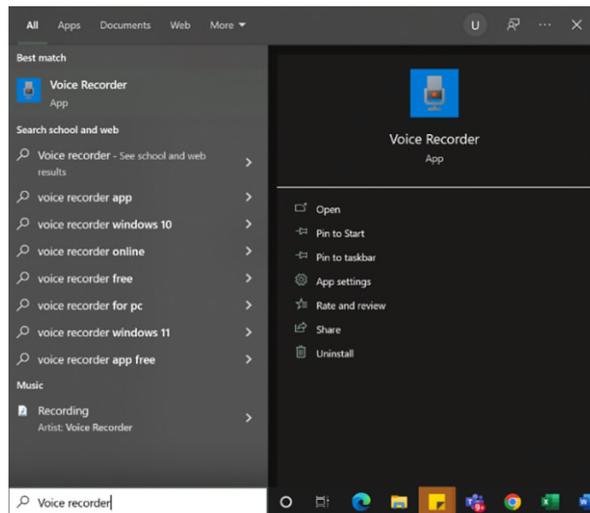


How to add a recording of your name to your SuccessFactors header

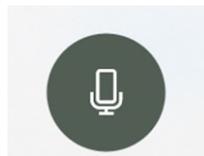
This guide details how to record an audio file and upload it to SuccessFactors to help colleagues pronounce your name properly.

Making an audio recording of your name

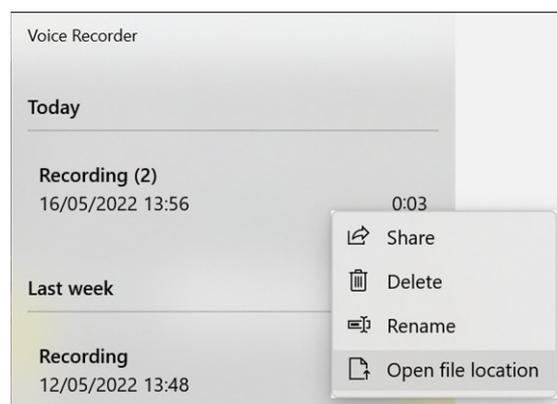
The first step is to make an audio recording of your name with the proper pronunciation. You cannot do this within SuccessFactors, so you will have to use an alternative app, such as Windows Voice Recorder. You will find Voice Recorder on most Warwick IT-managed laptops.



Open the App and use the microphone icon to begin recording. Say your name loudly and clearly, then press stop to finish recording.



Once you press stop on the recording, Voice Recorder will save the file to a default location. Right click and select 'Open file location' to find your recording.

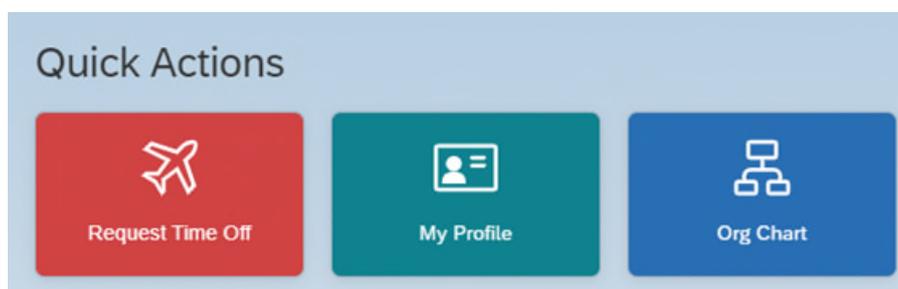


At this point, you may wish to rename the file e.g:

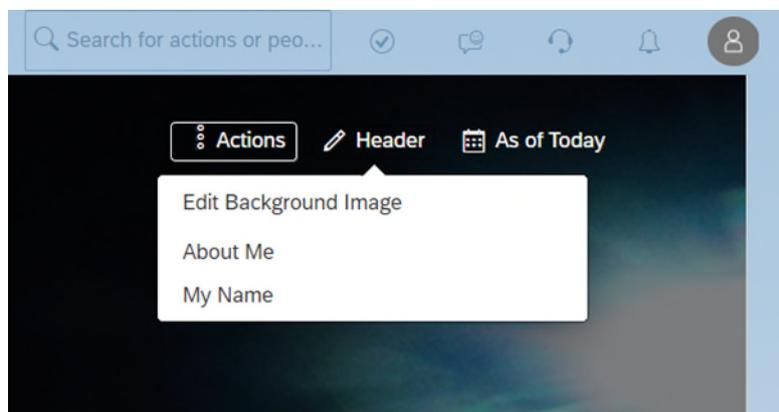
Name	#	Title
 J Bloggs - name		Recording (2)

Uploading the audio recording to SuccessFactors

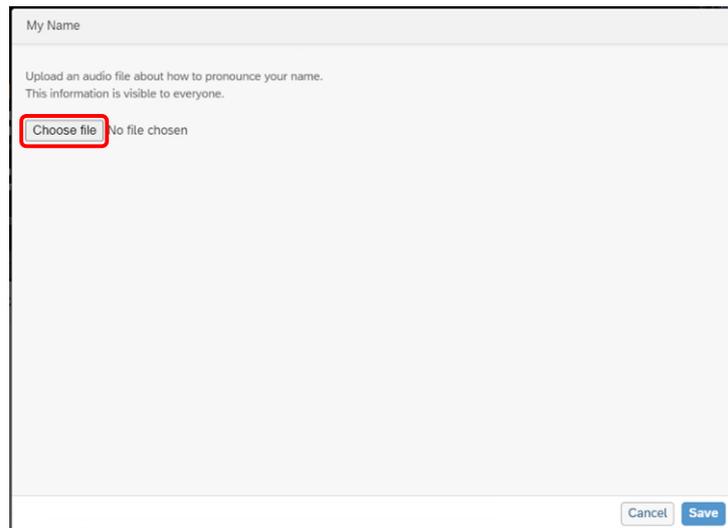
Now you have a recording of your name, you can upload it to SuccessFactors. Login to SuccessFactors as normal and navigate to 'My Profile' using the Quick Actions cards on your home page.



At the top of your profile page is a banner, which includes your name, ID number, profile picture and a stock background image. On the right hand side of this banner is a pencil icon next to the word 'Header'. Click on this icon and select the option 'My Name'.



The below window will open. Click on 'Choose file' and navigate to where you earlier saved your audio recording.



My Name

Upload an audio file about how to pronounce your name.
This information is visible to everyone.

Choose file No file chosen

Cancel Save

When you have selected the relevant file, click the Upload button. SuccessFactors will begin the process of uploading the audio file to your profile.



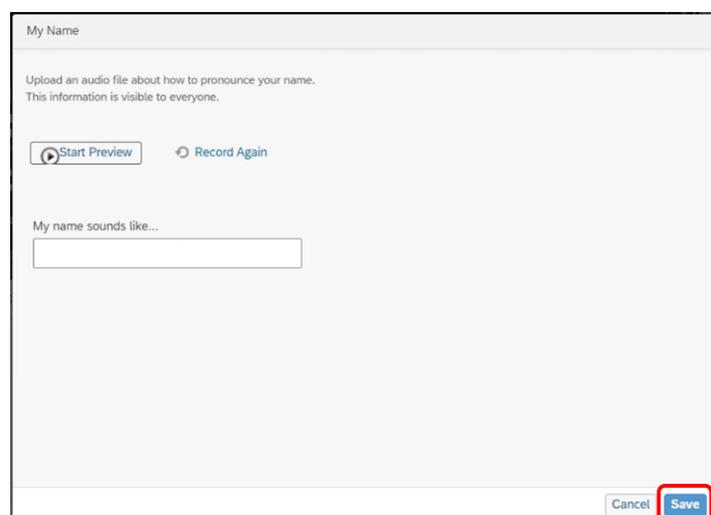
My Name

Upload an audio file about how to pronounce your name.
This information is visible to everyone.

Choose file J Bloggs - name.m4a

Upload

Once the file has been successfully uploaded, the window should look as below. You will have the option to hear a preview of your name and also to type out a phonetic pronunciation in the 'My name sounds like...' box. Click save to finish the process.



My Name

Upload an audio file about how to pronounce your name.
This information is visible to everyone.

Start Preview Record Again

My name sounds like...

Cancel **Save**

Now you have finished uploading your recording, you will notice on your profile banner a small speaker icon just underneath your name. Using this icon, you and all other SuccessFactors users who visit your profile will be able to listen to the recording you have made.

