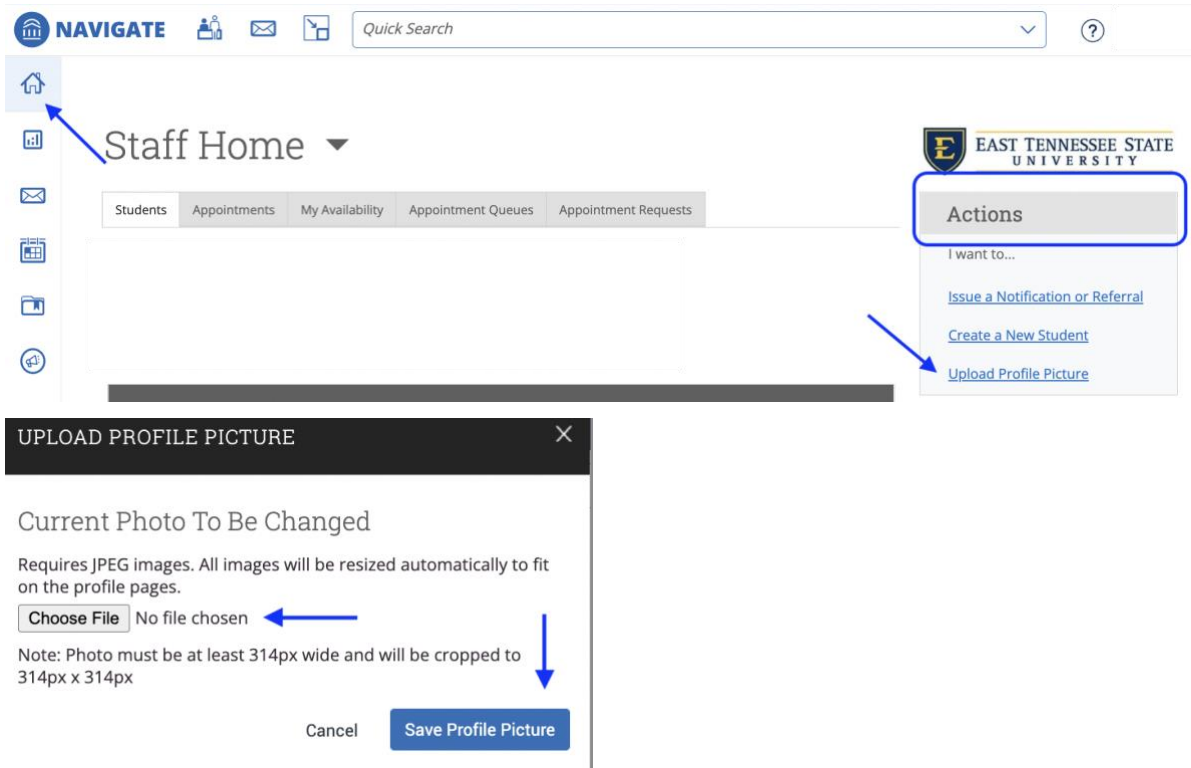# Navigate - Upload a Profile Picture

Navigate allows you to upload a picture to add more personalization to your profile.

1. To upload a profile picture:

   - Click the Home 🏠 icon from the left navigation
   - Click *Upload Profile Picture* from the *Actions* box in the upper right of the screen
   - Click *Choose File*
   - Select the jpeg file of your official university headshot from your hard drive, S: drive, or Q: drive, and click *Open*
   - Click *Save Profile Picture*

2. View your uploaded profile picture on your *Home* screen.