
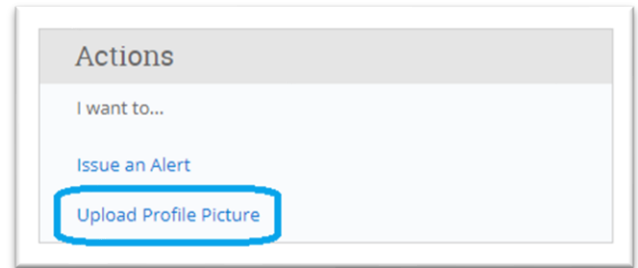


Navigate: Upload a Profile Picture

1. 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