

Instructions for Inserting your Picture in My Profile

- Step #1. Click on your name in Green Navigation bar at the upper right of the screen.
- Step #2. Click on Profile in the drop down box
- Step #3. In the first column, under User Details, click Edit Profile.
- Step #4. Scroll down to the User picture area.
- Step #5. At New picture click Add, then click browse, select a picture of you from your pictures.
- Step #6. Select file, Open it and click on Upload This File.
Make sure you have a .jpg or png file, Moodle will crop/resize image.
- Step #7. Scroll to Bottom of page and Update Profile.

