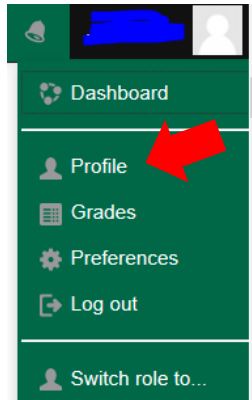


# Instructions for Inserting your Picture in My Profile



## Step 1

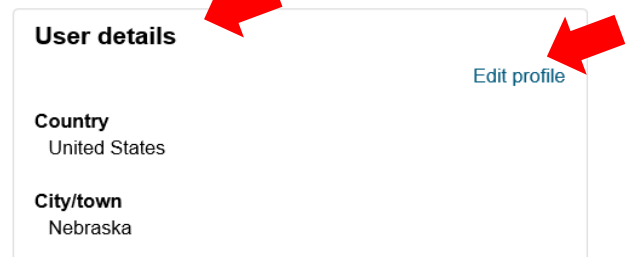
Click on your name in Green Navigation bar at the upper right of the screen.

## Step 2:

Click on **Profile** in the drop down box

## Step 3

In the first column, under **User Details**, click **Edit Profile**.

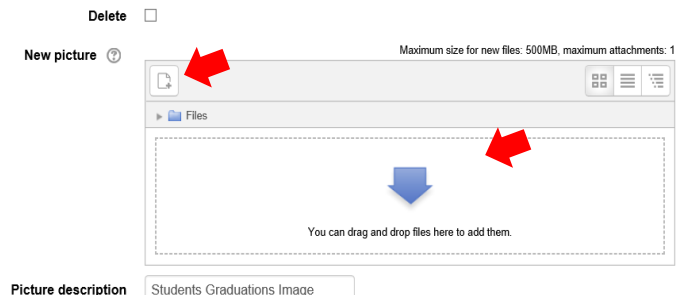


## Step 4

Scroll down to the New picture area.

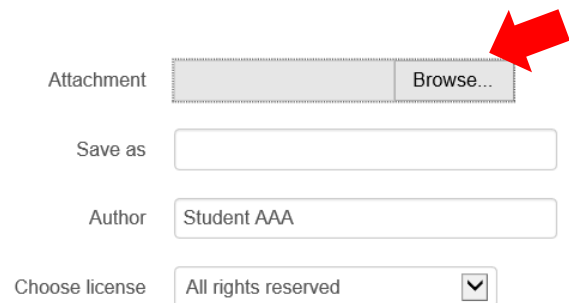
## Step 5

You can either **drag & drop** your picture into the box with an arrow, or click the Add file button.



## Step 6

Click the **Browse** button, select your picture from your computer, click **Open** (Make sure you have a .jpg or .png file, Moodle will crop/resize image)



## Step 7

Click the **Upload this file** button



## Step 8

Scroll to Bottom of page and **Update Profile**.