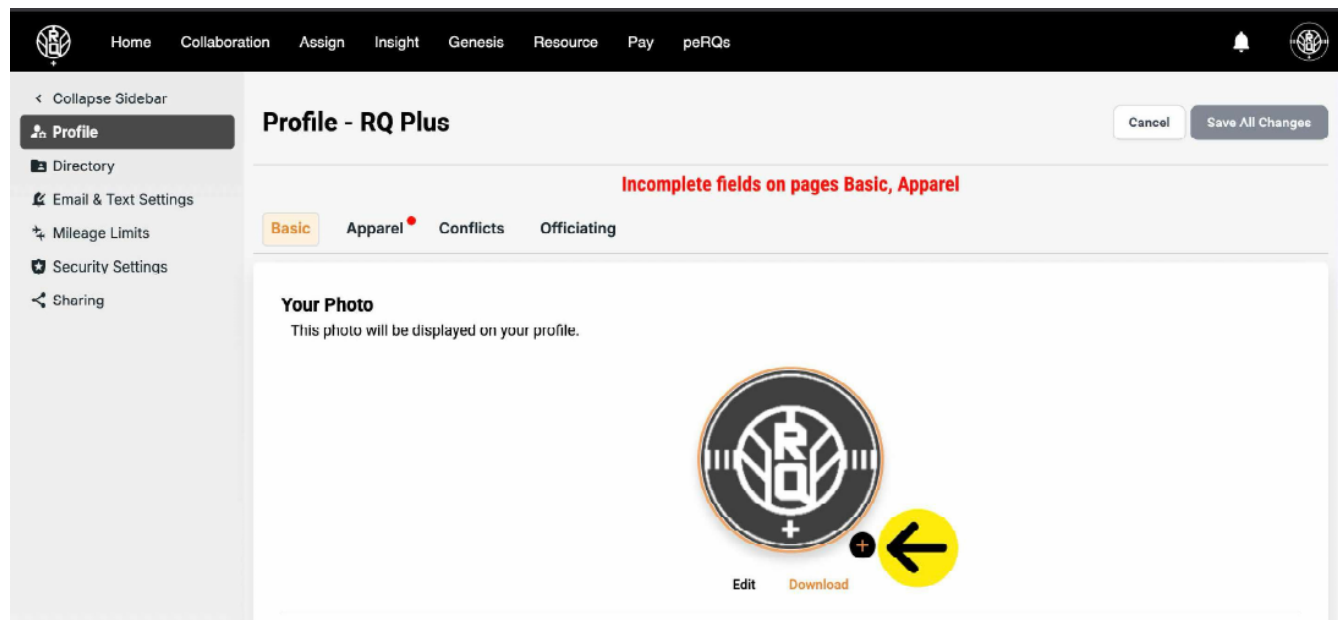




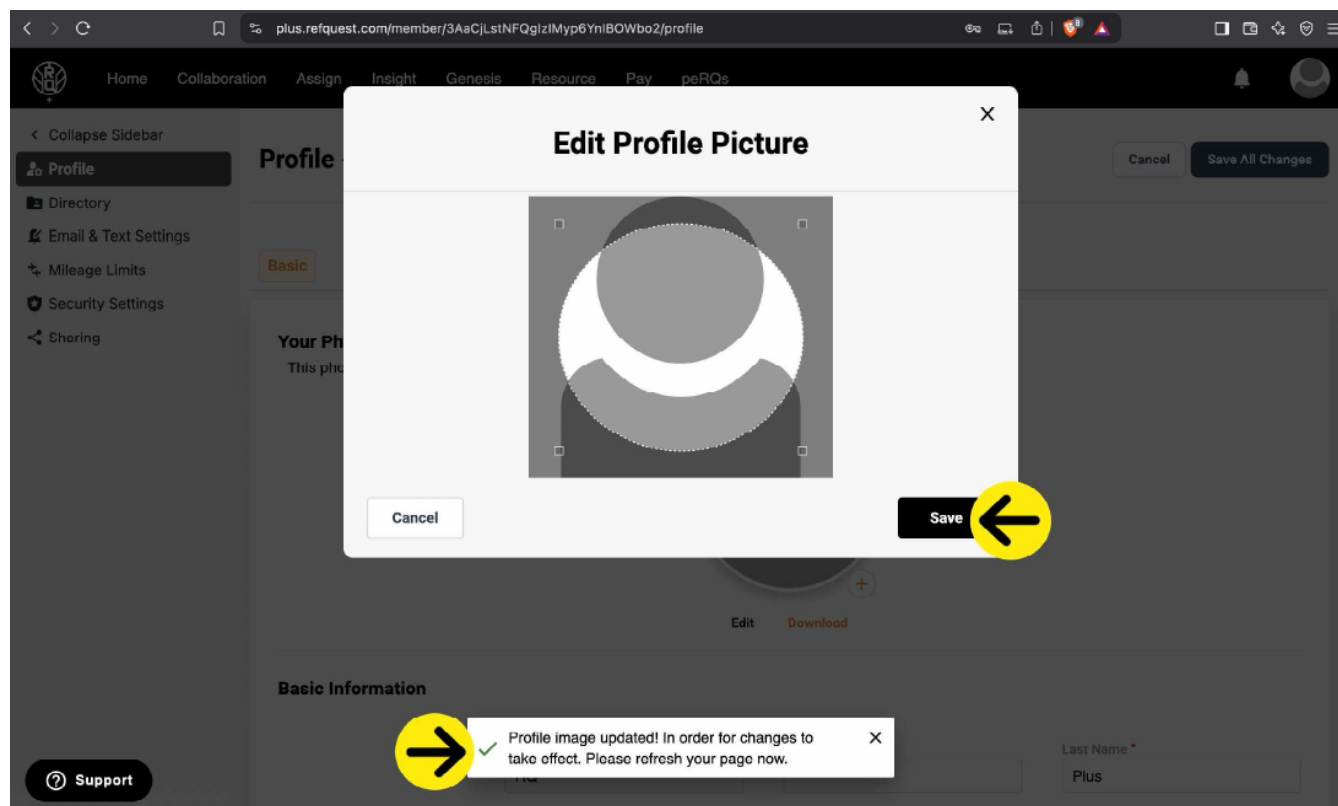
UPLOADING/UPDATING YOUR PROFILE PICTURE

Uploading a Profile Picture

1. Click the "+" button and upload the file.



2. Once the file is uploaded, select "Save." After selecting "Save," refresh the page.

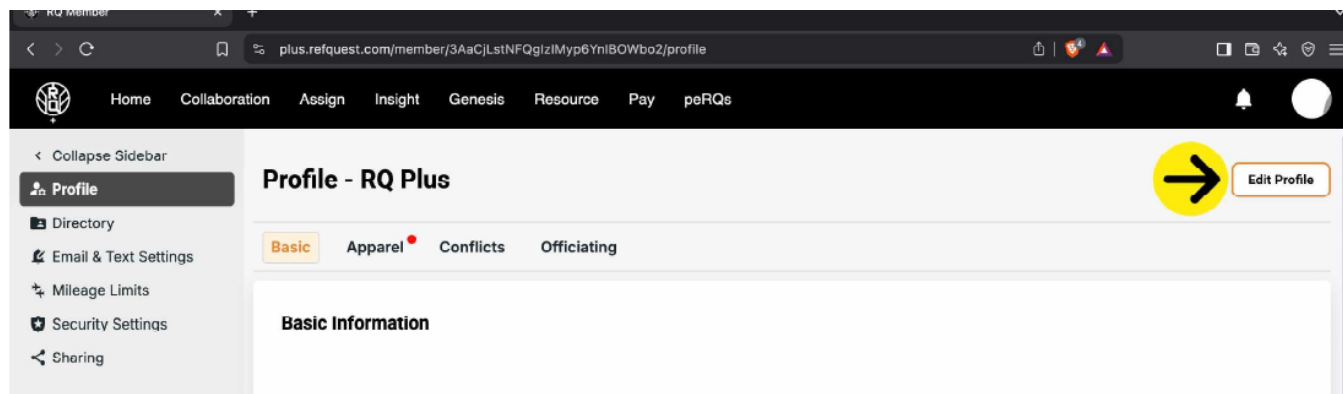




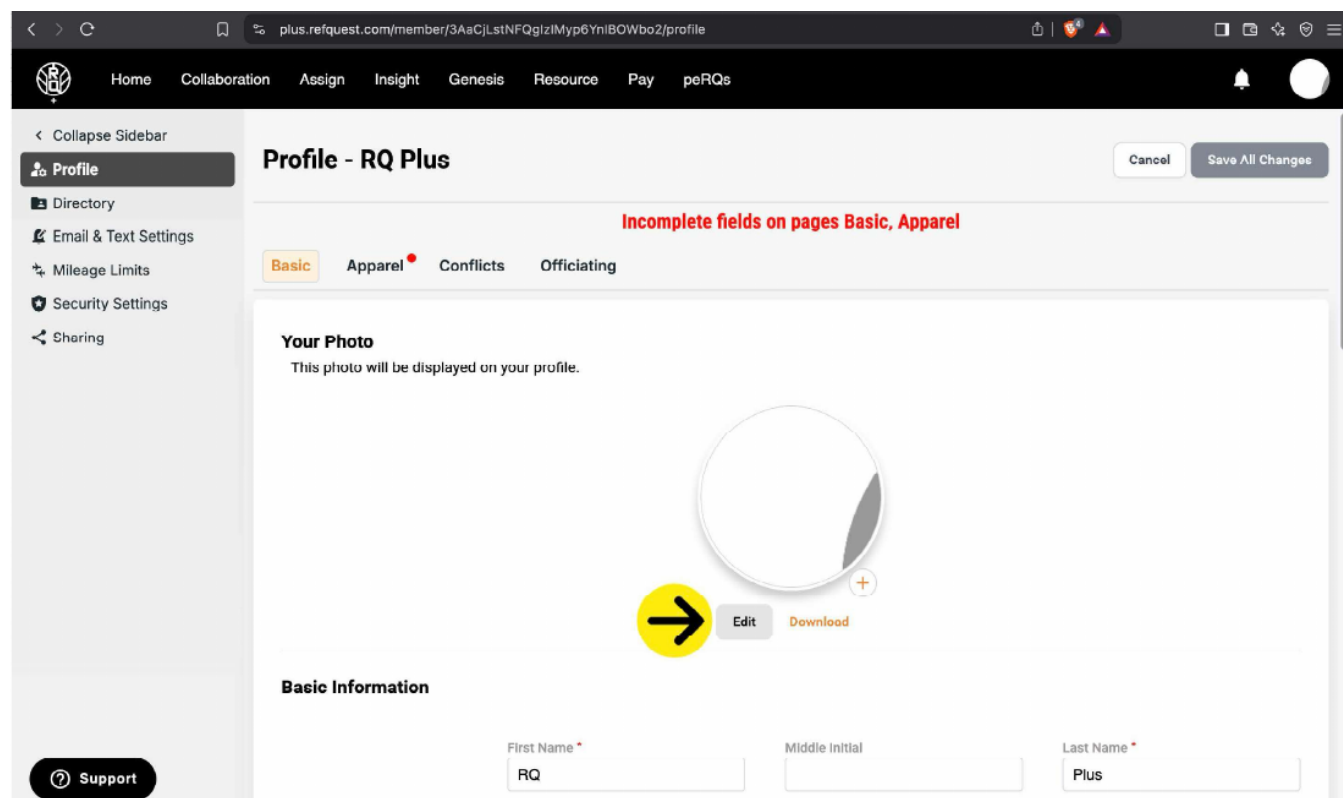
UPLOADING/UPDATING YOUR PROFILE PICTURE

Resizing and Recentering the Image

1. With the photo now uploaded, to re-size and re-center the image, select **"Edit Profile"** near the upper-right corner of the screen.



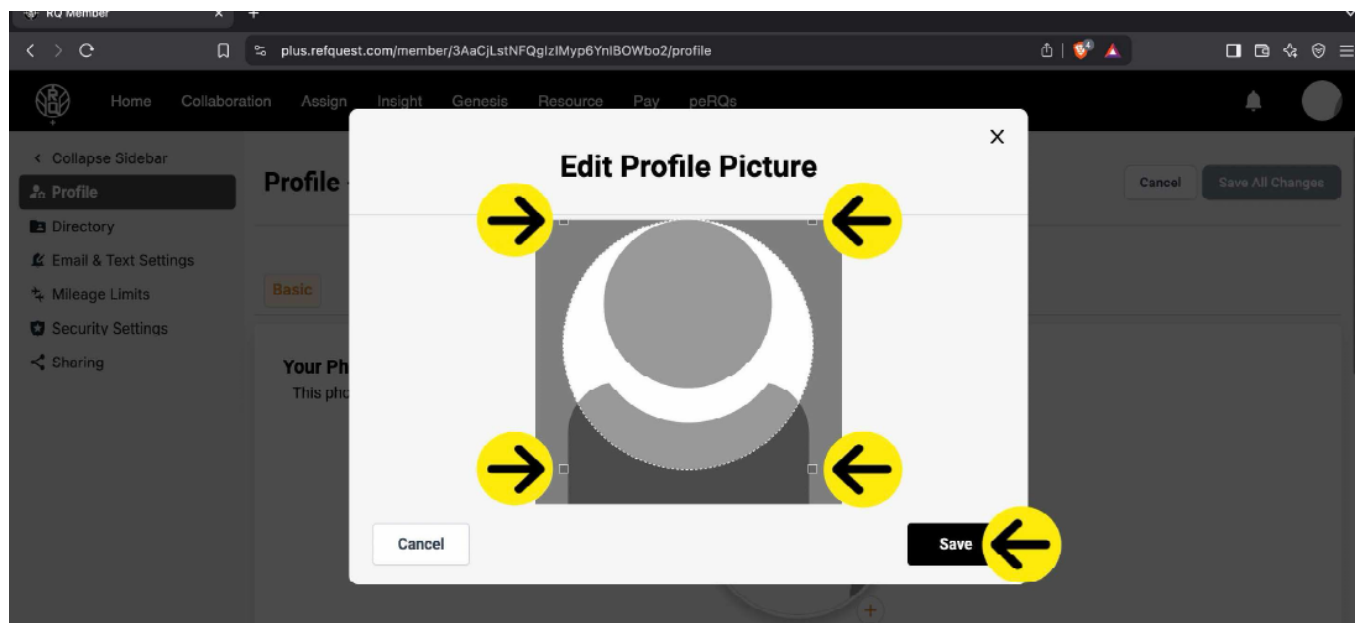
2. Select **"Edit,"** below the photo.





UPLOADING/UPDATING YOUR PROFILE PICTURE

- There are two options for sizing and centering. Clicking-and-dragging will move the circle entirely. The corners of the enclosing box can also be used to pull one portion of the circle. Once the size and center are set, select **"Save."**



- The profile picture is now set. Refresh the page and repeat any steps as necessary. **Note:** it may take up to 72 hours for the profile picture to display in any directory or other locations on the site.

