

How to Upload Your Profile Photo

Step 1 - Sign in. Go to your profile page by clicking the “My Page” tab at the top. Click the “Settings” link found on the right, under your name. (See the orange arrow.)



Step 2 - A new window opens up that says “Settings”. Click the “Browse” button found in the top middle of the page. (See the orange arrow.)



Step 3 - A new window opens up that will allow you to find your photo on your computer. Once you find it, select and click save. (Note: If your photo is too large it will not upload properly.) **Please only upload a headshot photo, no logos, etc.**



Step 4 - Then click save at the bottom of the page (see the orange arrow) and you're all set!



**If you still need help send Tarsha an email at:
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