

1. To update your profile image, go the home page and click on the navigation menu.



2. Select My Account.

Home	~
Welcome	
My Profile	
Learning	>
Analytics & Reports	>
🏶 My Account	
? Help	
🗭 Log out	

3. Hover over the image and select the drop-down arrow.







4. Select Change and then click on Choose file

Upload Photo	×
Browse and upload a profile photo below. Recommended size is 150 x 174 pixels. Use the cropping and focus tool to adjust the view of the photo once the upload is complete.	
Photo:	ID Card View:
	Cancel

5. Once your photo has uploaded, select Save. Your image is now updated.



