## Navigate360: Upload a Profile Picture

Navigate allows you to upload a picture to add more personalization to your profile

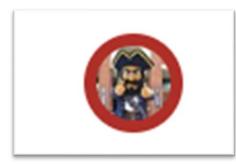
## 1. Upload a profile picture

- $\circ$  Click the Home  $\widehat{}$  icon from the left navigation
- Click *Upload Profile Picture* from the *Actions* box in the upper right of the screen

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₩ ₩ ₩	Student Home	EAST TENNESSEE STATE UNIVERSITY Make an Appointment
	Courses Term: Spring 2024 - Gatton C • Actions.•	Actions I want to Upload Profile Picture

- Click Choose File
- Select the jpeg file of your official university headshot from your hard drive, S: drive, or Q: drive, and click Open
- Click Save Profile Picture

UPLOAD PROFILE PICTURE $\times$	
Current Photo To Be Changed	
Requires JPEG images. All images will be resized automatically to fit on the profile pages. Choose File No file chosen	
Note: Photo must be at least 314px wide and will be cropped to 314px x 314px	
Cancel Save Profile Picture	



2. View your uploaded profile picture in the top right-hand corner on your *Student Home* screen