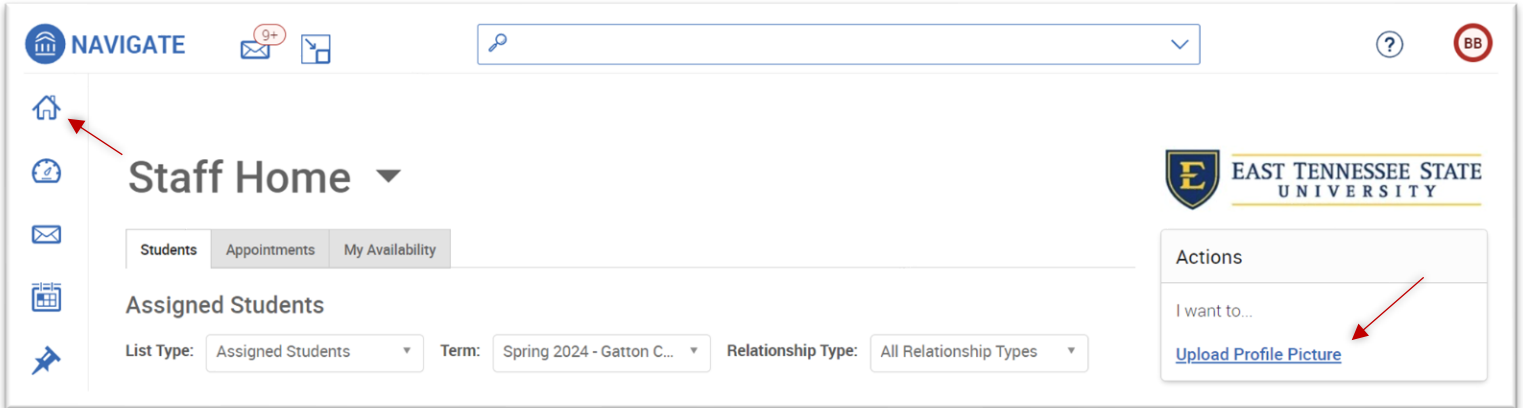# Navigate360: Upload a Profile Picture
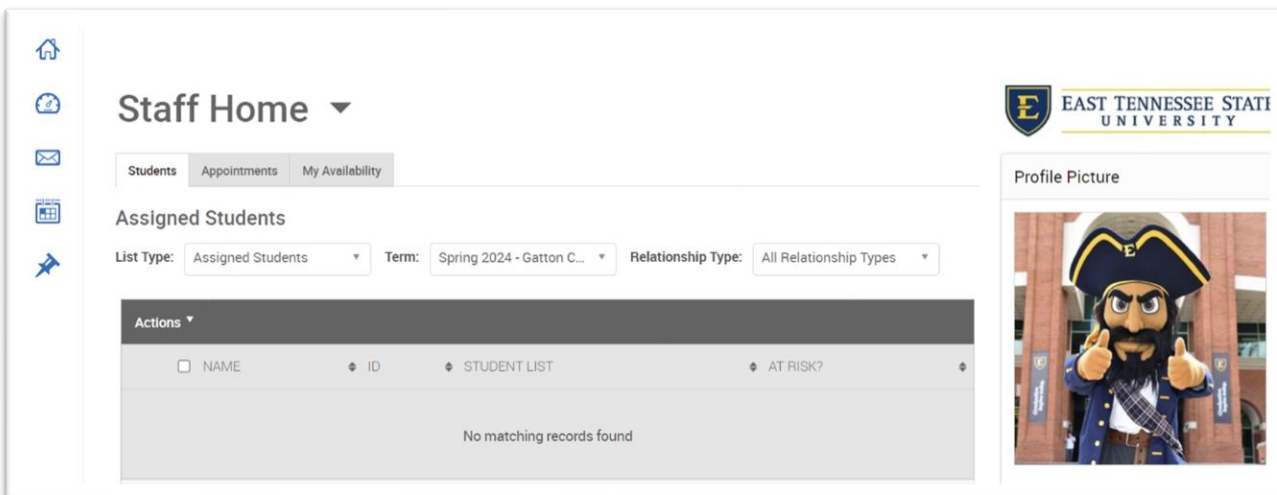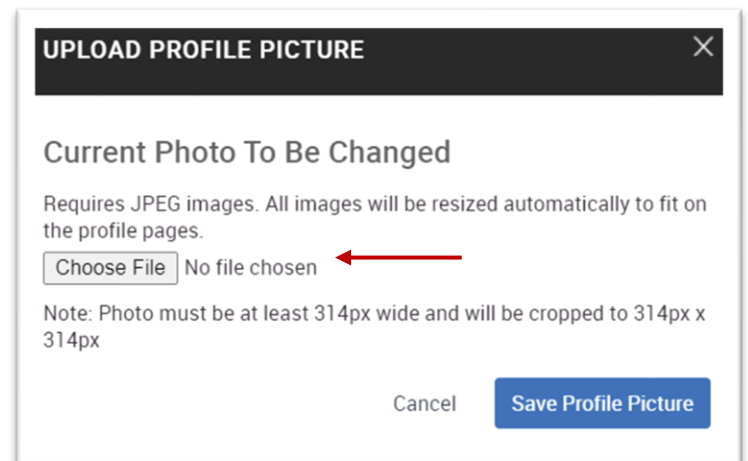
Navigate allows you to upload a picture to add more personalization to your profile.

1. Upload a profile picture

- Click the Home 🏠 icon from the left navigation
- Toggle the drop-down arrow beside Student Home ▼ and change it to Staff Home
- Click *Upload Profile Picture* from the *Actions* box in the upper right of the screen

- 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

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 on your *Staff Home* screen