

ADDING YOUR PROFILE PHOTO

Faculty are encouraged to add a photo to their LSU Elements profile, which will then populate on the Discovery Module public profile. To upload/edit a profile photo:

• Click EDIT MY PROFILE.



• Click Manage photo.

	Jason Hicks
	Professor
Manage photo	College of Humanities and Social Sciences Department of Psychology jhicks@lsu.edu College Department of Psychology Depar
	You haven't listed any phone numbers.
	Add a phone number

• If you do not already have a profile photo, the window below will appear. Click the **Browse** button and navigate to the location on your computer where your photo is saved.





• Click on the photo and select **Open**.

 This PC 3D Objects Desktop Documents 			and the second s			
Downloads Music	Camera Roll	Saved Pictures	Hicks Profile Pic.png			
Pictures						
Videos						
🔩 Windows (C:)						
🛫 Home Drive (H:)						
🛫 Academic Affair:						
File nar	me:			~	Custom Files (*.p	
					Open	

 Once a photo has been loaded, a window will appear with a preview of your photo. Use the blue box to adjust the cropping of the photo. As you adjust the photo, the image on the right will adjust with the preview of your updated image.



• Click Save.



Photos should be a portrait in .JPG format with no less than 300 x 400 pixels. The aspect ratio should be no less than 3:4.