CTS-DOL
How to update your profile picture

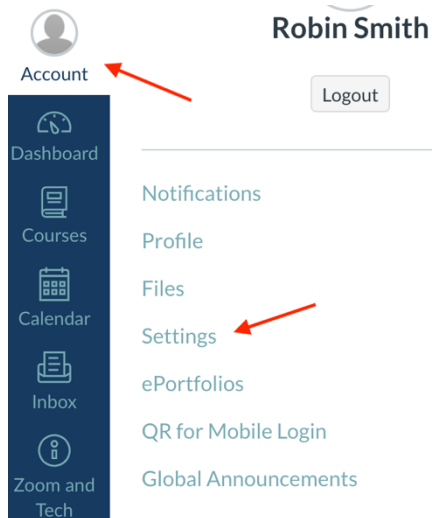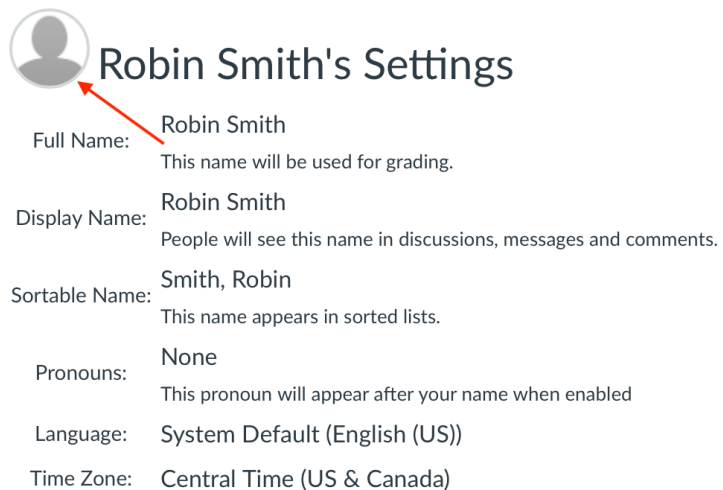**Updating your profile picture**

1. Login into Canvas.

2. Click on account and then click settings.

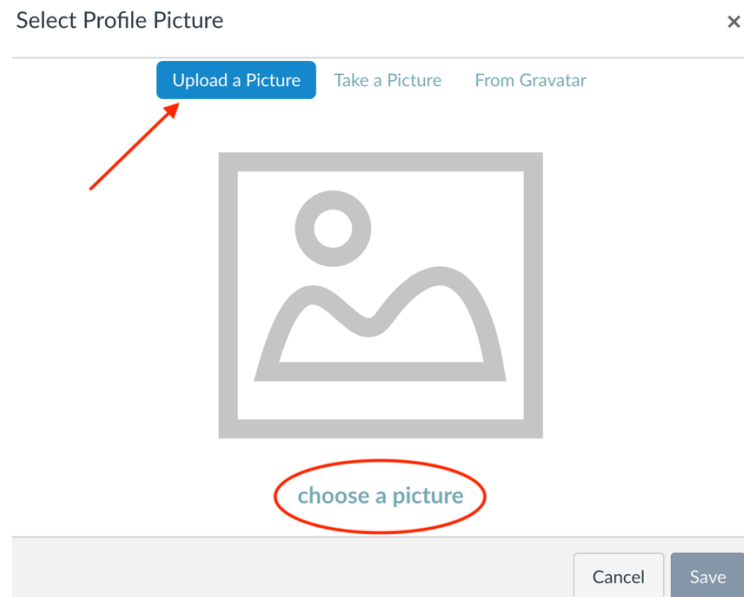3. Click on the profile picture located above the settings

4. From here you can choose to either upload a picture from your computer or take a picture

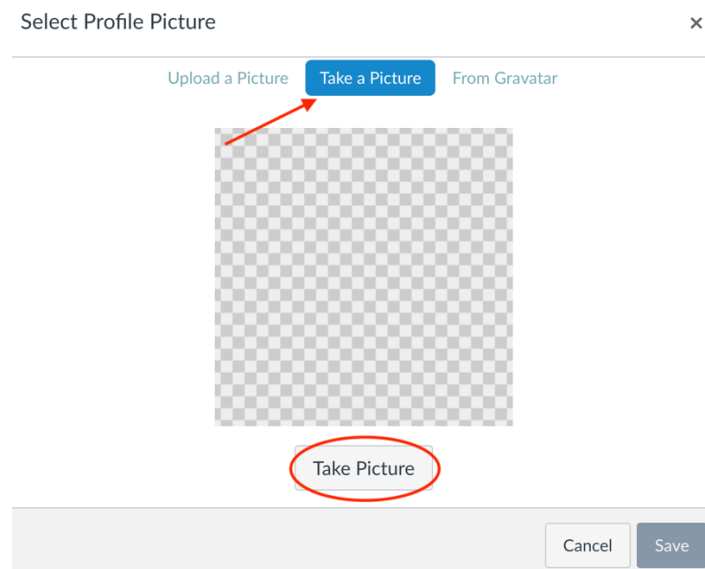5. If you want to upload a picture, follow these instructions

    a. Click the Upload a Picture tab

    b. Click choose a picture

Select Profile Picture   ✕

      Upload a Picture   Take a Picture   From Gravatar

choose a picture

Cancel   Save

    c. Locate the picture you want to use on your computer

    d. Use the crop tool to center the picture on your face

    e. Press Save

6. If you want to take a picture on the browser, follow these instructions

   a. Click the Take a Picture Tab

   b. Allow your browser to use your camera

   c. Press Take Picture

   Select Profile Picture   ✕

        Upload a Picture   Take a Picture   From Gravatar

   Take Picture

   Cancel   Save

   d. Press Save when you have a picture you want to use