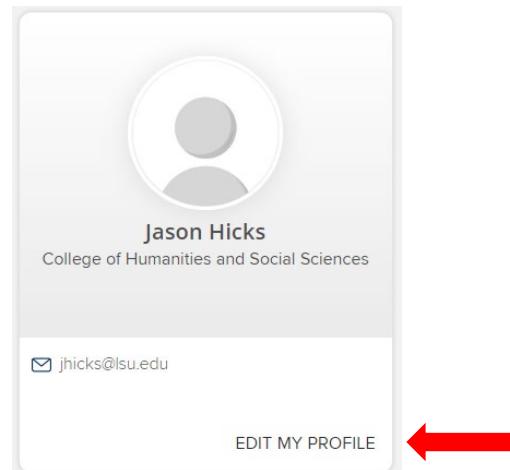


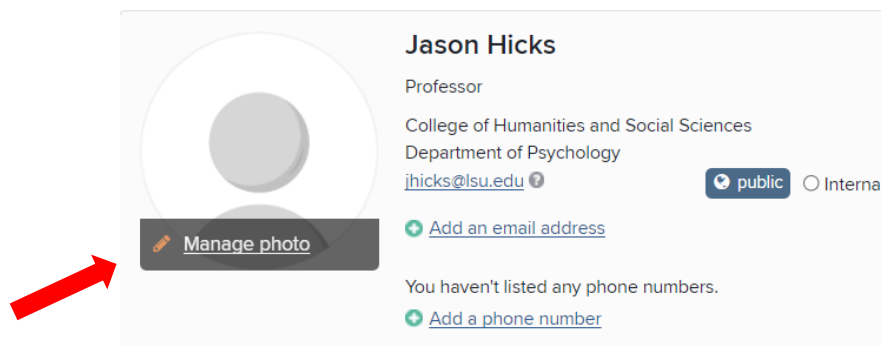
ADDING YOUR PROFILE PHOTO

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:

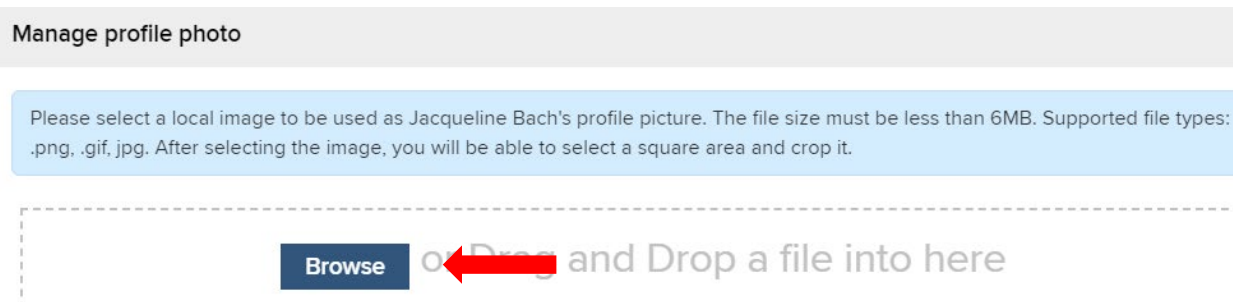
- Click **EDIT MY PROFILE**.



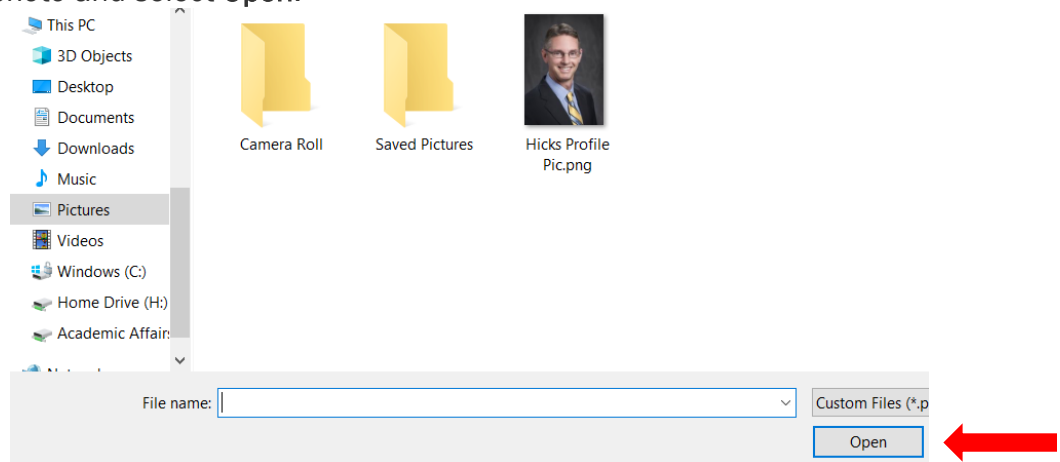
- Click **Manage photo**.



- 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**.



- 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.