How to Add or Update your myCMU Profile Photo

• Find a suitable photo of your head and shoulders, like this...

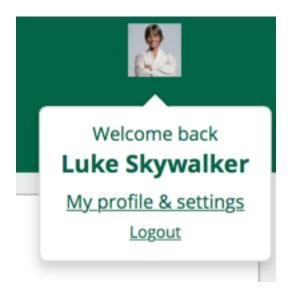


Not this....



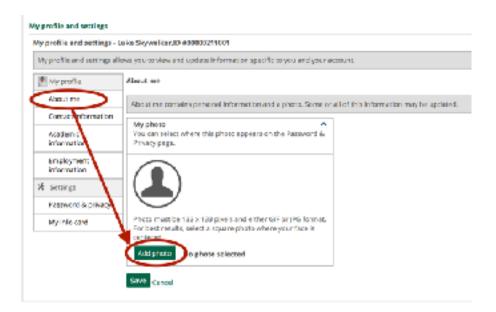
The photo should be square, and in GIF or JPG file format. It should be 133 x133 pixel in size. Most photos from digital cameras or cell phones are rectangular and much larger. You can use a number of free utilities to crop and re-size photos. On a Mac the built-in "Preview" app works nicely. On Windows the built-in "Paint" app can crop/resize and change file types.

- When the photo is ready, Log into myCMU
- Click the profile icon on the top-right and select "My Profile & Settings"

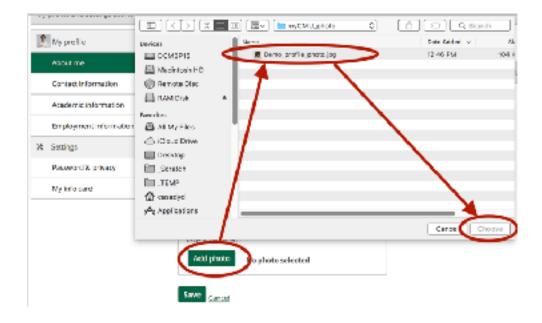


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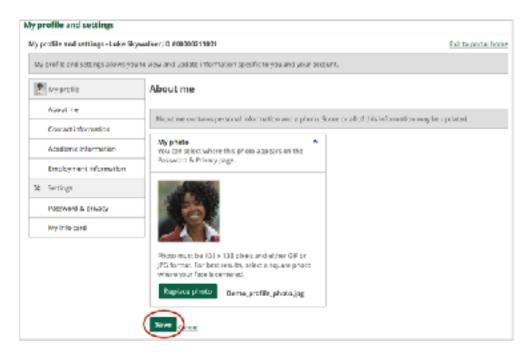
In the "About Me" section, choose [Add Photo]



• Select your photo and click [Choose]



Click [Save] to activate your photo.



- Click on the left-menu option for "My Info Card"
- Checkmark the option User Photo and [Save]

