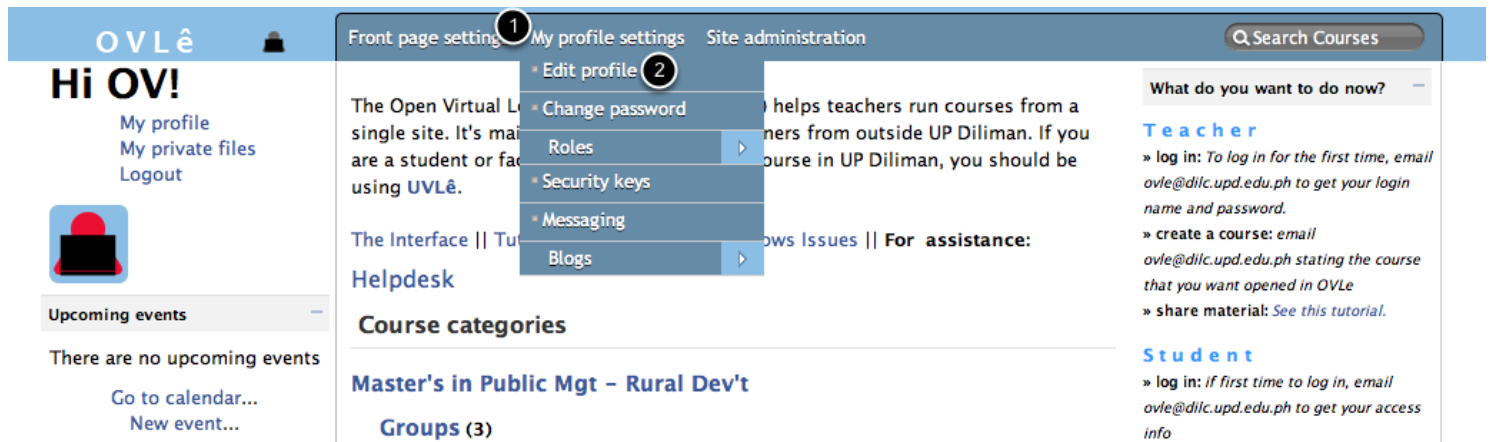


How to insert or change my profile picture

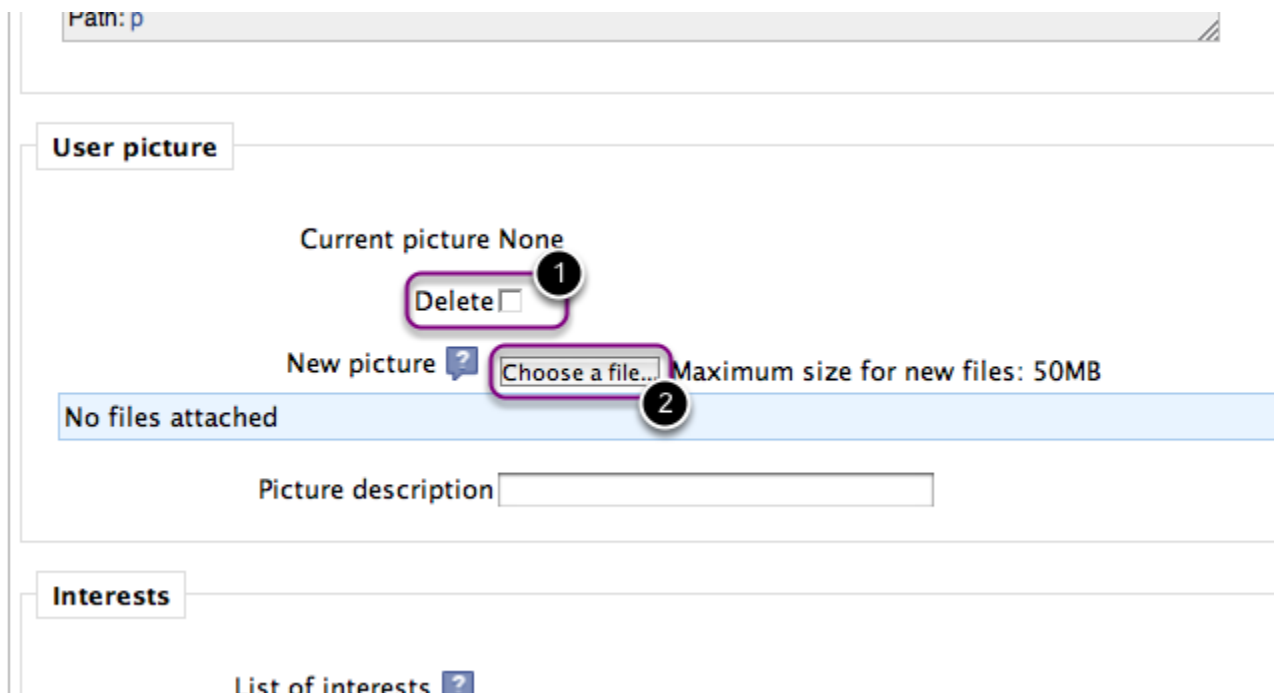
This page details the way to change your profile picture

Step 1: Click on My profile settings



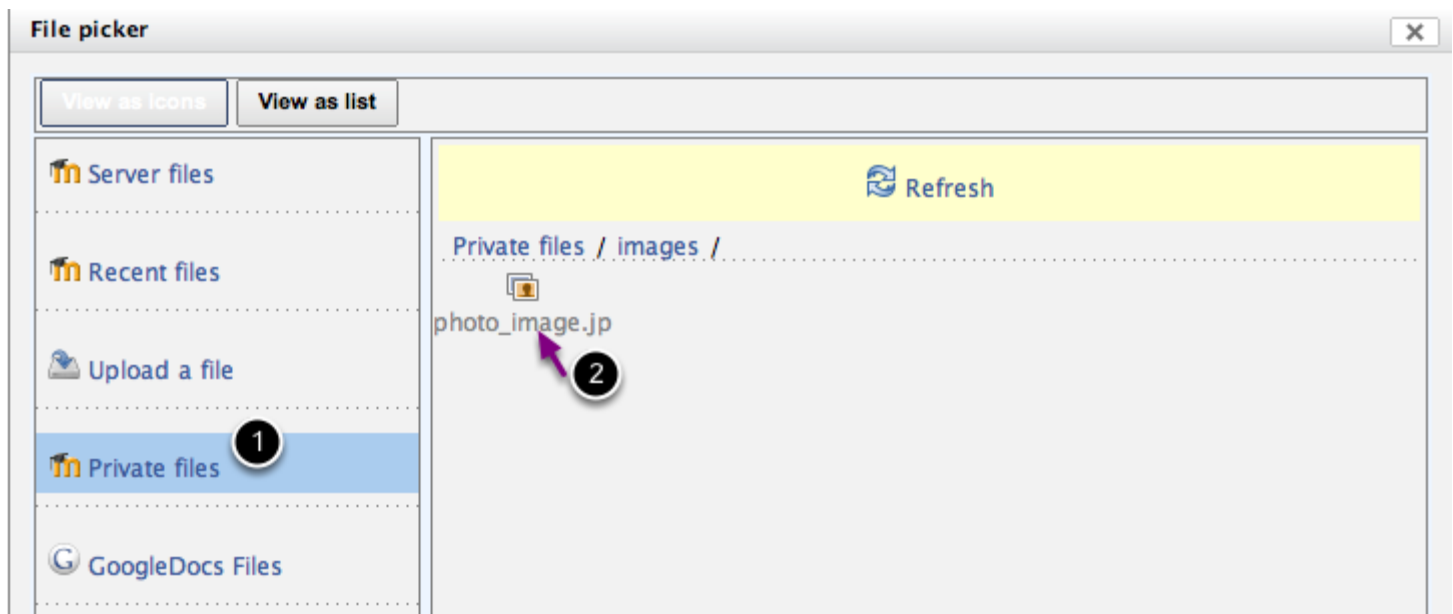
After logging in on OVLE, click on (1) My profile settings from the top menu and click on (2) Edit profile.

Step 2: Upload new profile picture

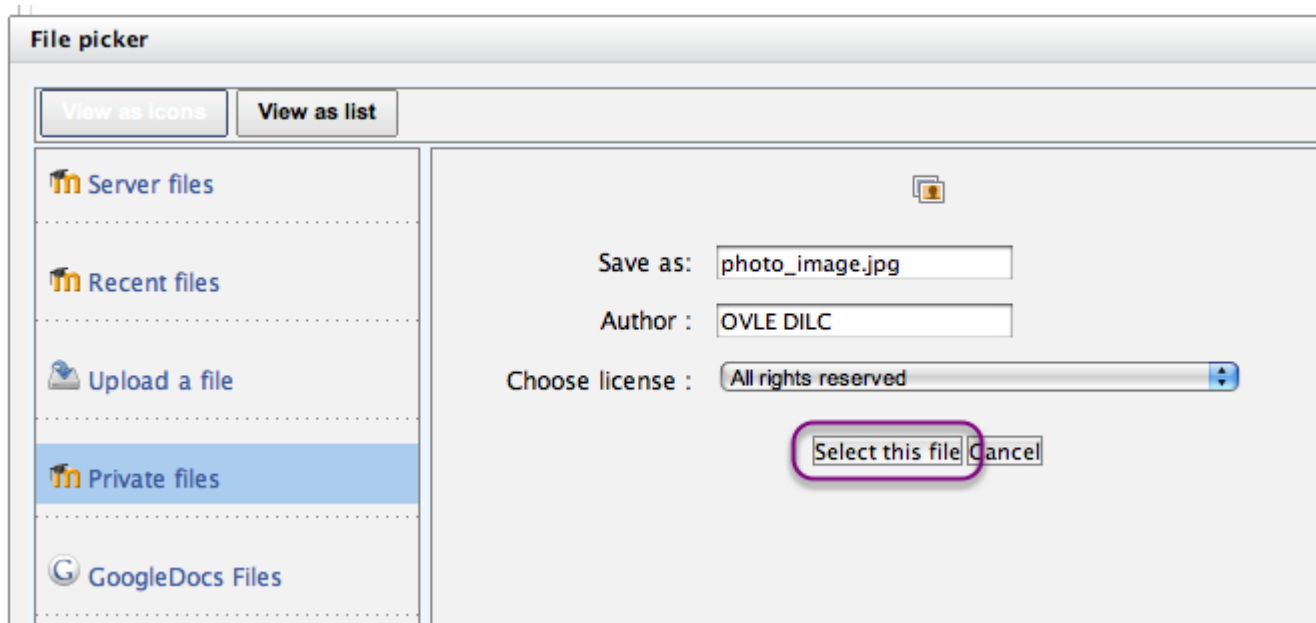


Scroll down up to User Picture section. (1) click on box next to Delete (2) click Choose a file next to New picture.

Step 3: Locate your picture

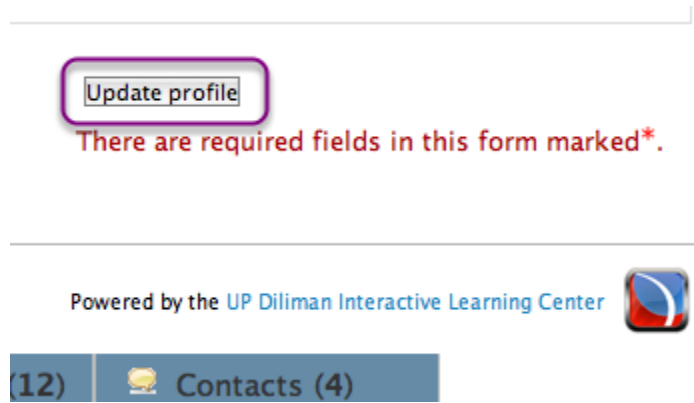


From the left panel (1) select Private files. From the right panel (2) select your file



Click on Select this file

Step 4: Save your edited profile



The screenshot shows a web form for updating a profile. At the top, there is a button labeled "Update profile" which is highlighted with a purple rectangular border. Below the button, a red error message reads: "There are required fields in this form marked*." The form is enclosed in a thin grey border. Below the form, the text "Powered by the UP Diliman Interactive Learning Center" is displayed next to a small logo. At the bottom of the page, there is a dark blue navigation bar containing the number "12)" and a link labeled "Contacts (4)" with a small speech bubble icon.

Scroll down up to the bottom of the page and click Update profile.