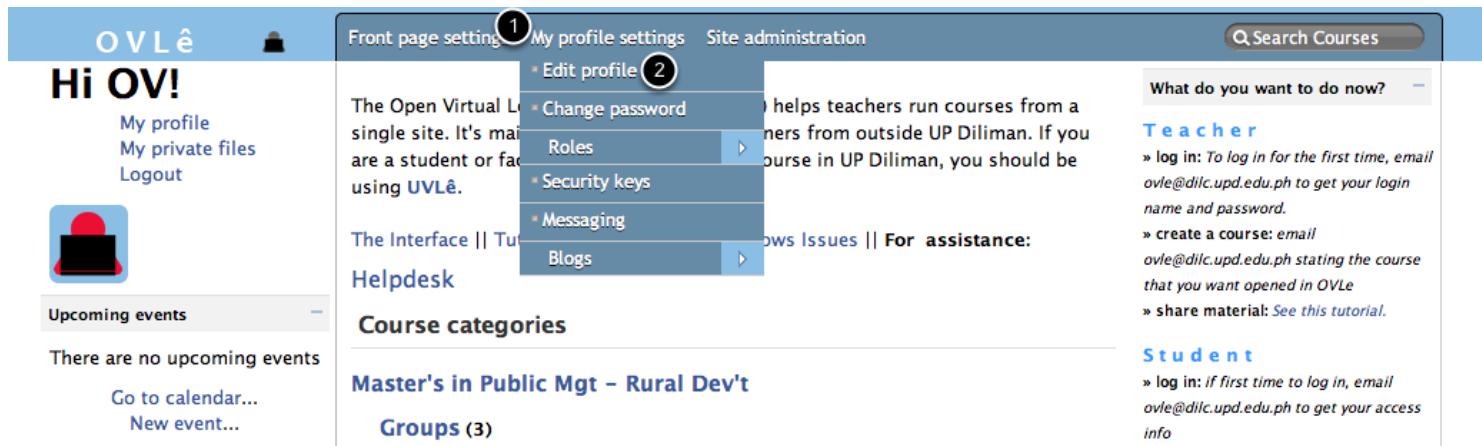


How to insert or change my profile picture

This page details the way to change your profile picture

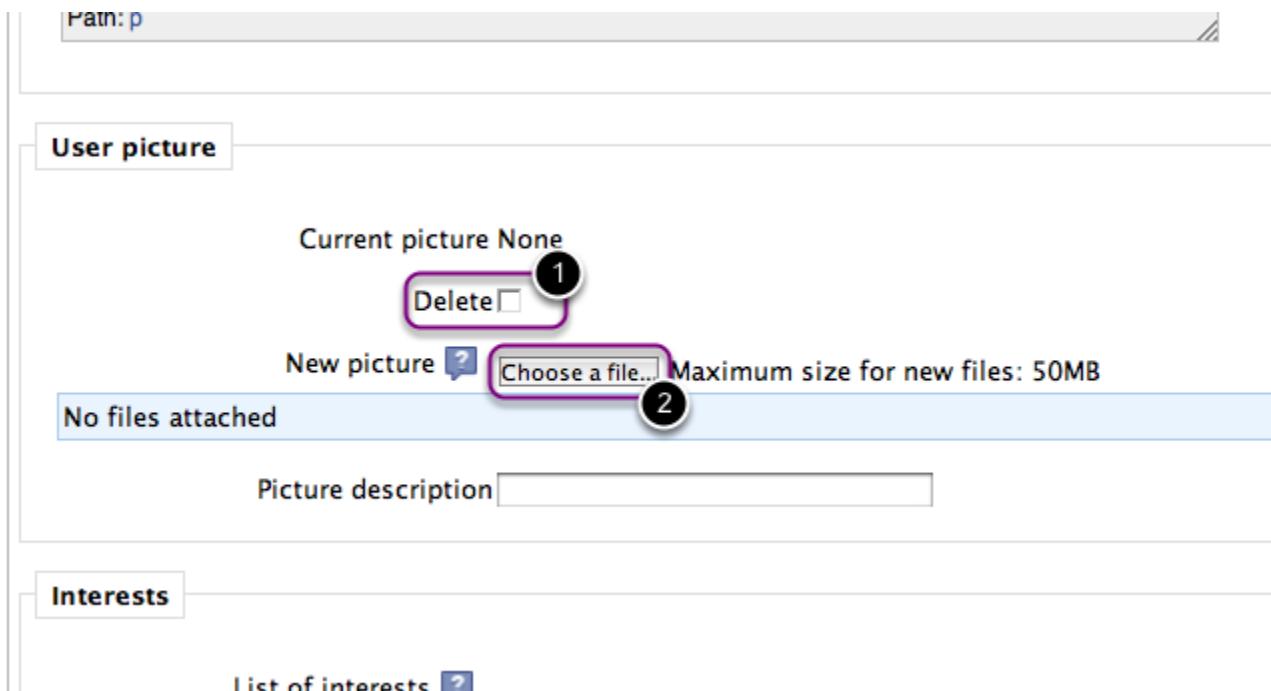
Step 1: Click on My profile settings



The screenshot shows the OVLe interface. On the left, there's a sidebar with a user icon, 'Hi OV!', and links for 'My profile', 'My private files', and 'Logout'. Below that is a 'Upcoming events' section. The main content area has a 'Front page setting' menu with 'My profile settings' (circled 1) highlighted. A sub-menu for 'Edit profile' (circled 2) is open, showing options like 'Change password', 'Roles', 'Security keys', 'Messaging', and 'Blogs'. To the right, there's a search bar and sections for 'Teacher' and 'Student' with their respective instructions. At the bottom, there are 'Course categories' and 'Groups' sections.

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

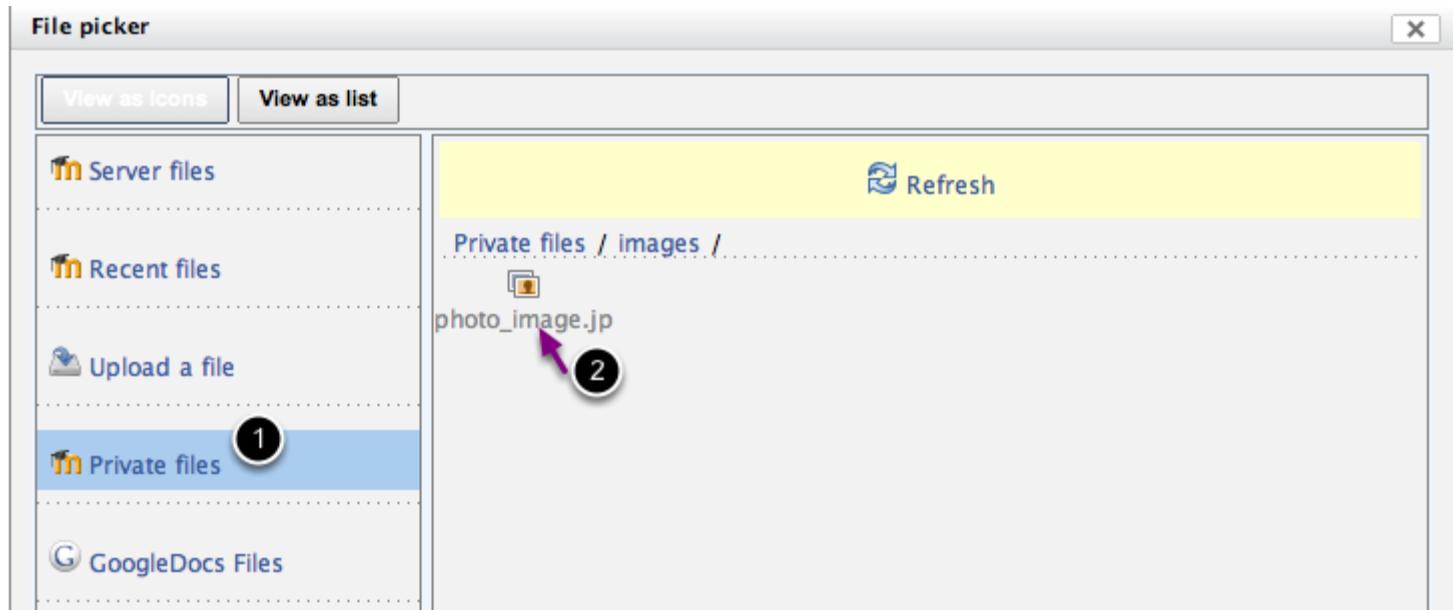
Step 2: Upload new profile picture



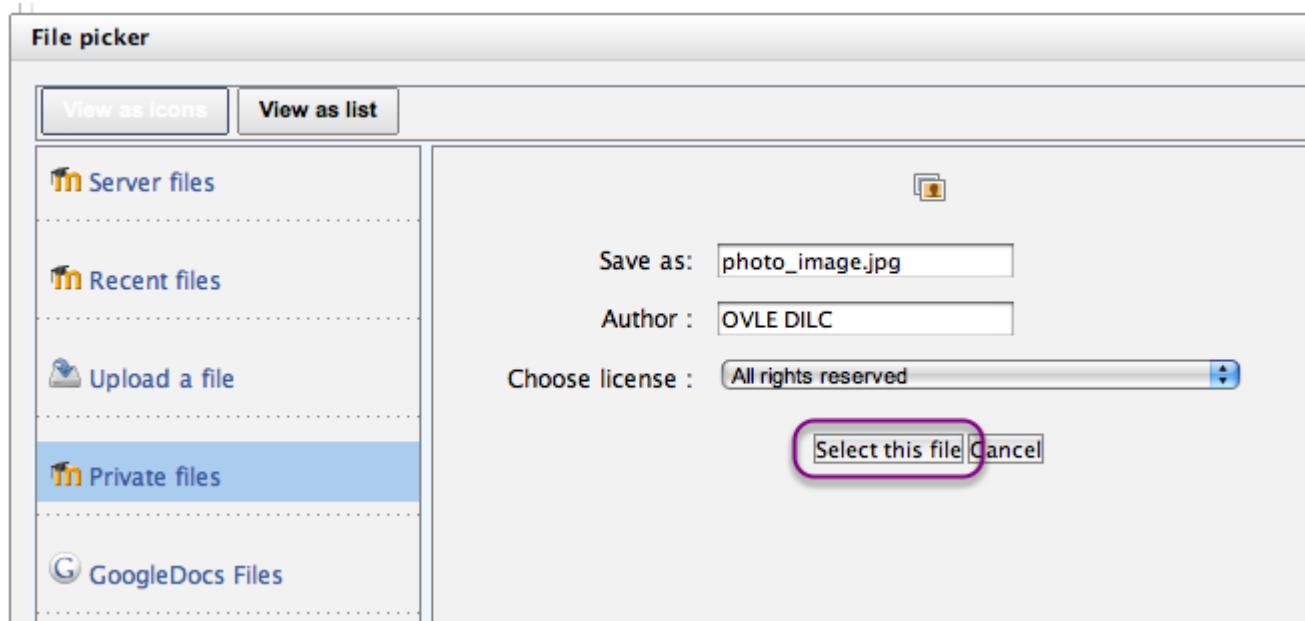
The screenshot shows the 'Edit profile' page. In the 'User picture' section, it says 'Current picture None'. There is a 'Delete' button with a circled 1 above it. Below it is a 'New picture' button with a circled 2, followed by a 'Choose a file...' button and a note 'Maximum size for new files: 50MB'. A message 'No files attached' is shown. There's also a 'Picture description' input field and an 'Interests' section with a 'List of interests' button.

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

Update profile

There are required fields in this form marked*.

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(12)  **Contacts (4)**

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