To add your photo open the Global Navigation Menu and choose Personal Information.
Then choose Edit Personal Information

**Edit Personal information**

Edit your Personal Information. Personal Information is your contact information, name, address, phone number, and so forth. Use Privacy Options to set who can see your Personal Information.

**Change Password**

Choose a new password.

**Personalize My Settings**

Upload a personal avatar and set which links appear on your My Settings navigation menu.

**Change Personal Settings**

Change Personal Settings. From this page you can control Help, text, and language options.

**Set Privacy Options**

Select which fields of your personal information can be seen by others.
Then upload your Avatar.

1. **Avatar image**

   Select a personal avatar to display. Note: If your administrator has enabled user profiles, the profile picture is automatically displayed as your avatar.

   Display Options
   - Do not display avatar image
   - Use custom avatar image

   Recommended pixel size for an avatar is 150 by 150. Larger images should be clipped

   Attach File
   - Browse My Computer

2. **My Settings Links**

   Choose links to display in My Settings

   My Courses