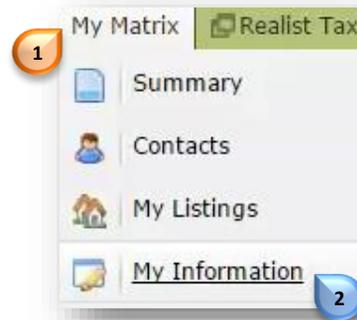
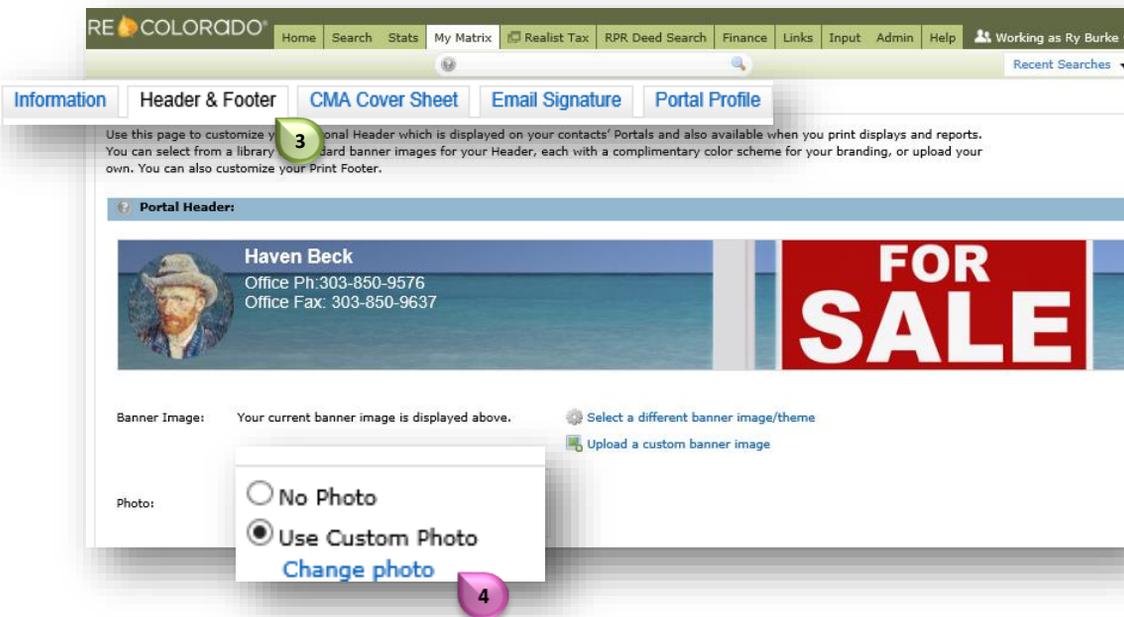


# Change Your Photo On a Portal/Report Header

Hover over “My Matrix” **1** and select “My Information” **2**

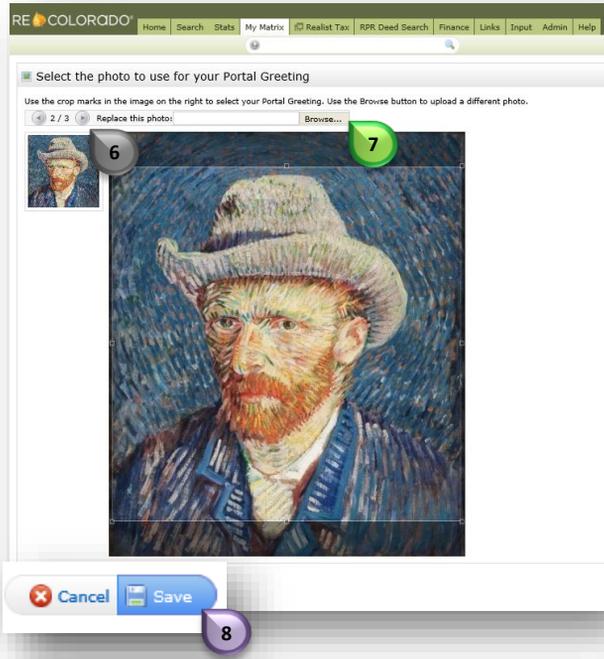


Click “Header & Footer” **3**



Click on “Change photo” **4**

# Change Your Photo On a Portal/Report Header

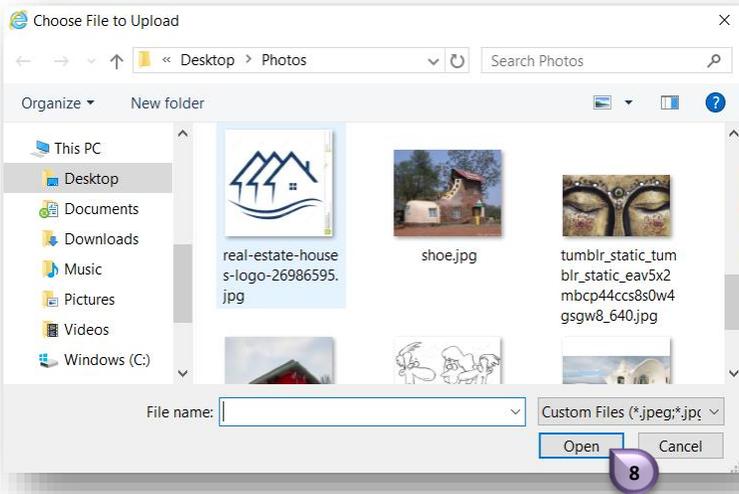


Click the **arrows**  to scroll through photos you have already uploaded to Matrix

When the desired photo appears click **“Save”**

Or click **“Browse”** 

**NOTE:** If you already have 3 photos in Matrix clicking **“Browse”** will replace the photo being previewed



A directory from the device you are working on opens

Click on the file of interest

Click **“Open”** 

# Change Your Photo On a Portal/Report Header



The image file you select will open in Matrix

Click **“Save”** <sup>9</sup>

The selected image will immediately appear on you Headers

Or click **“Cancel”** <sup>10</sup> to start over