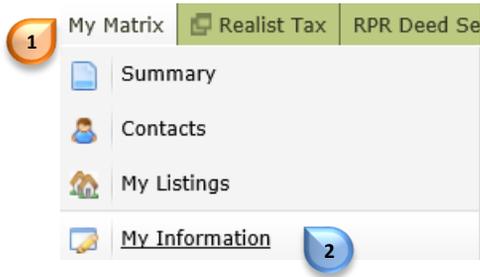
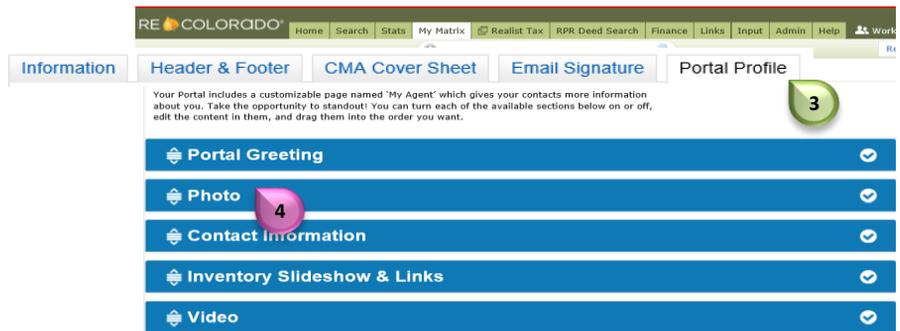


Add an Image to Your Portal Profile



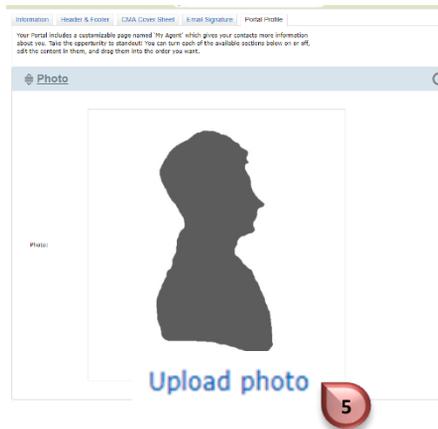
Hover over “My Matrix” 1 and select “My Information” 2

Select “Portal Profile” 3

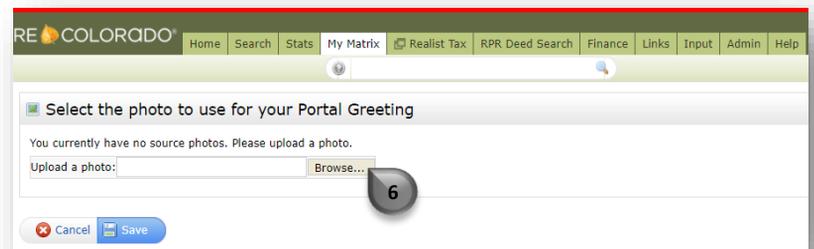


Click “Photo” 4

Click “Upload photo” 5



Click “Browse” 6

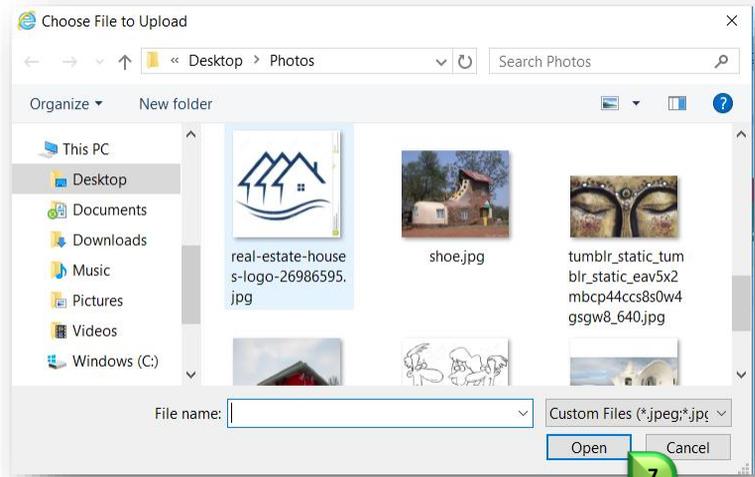


Add an Image to Your Portal Profile

A directory from the device you are working on opens

Click on the file of interest

Click **“Open”** 



The image file you select will open in Matrix.

Click **“Save”** 

The selected image will appear on your Headers

