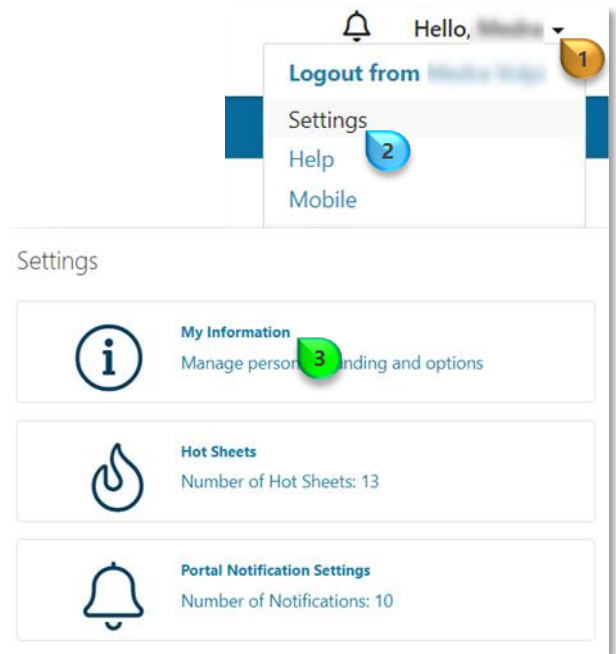


Add an Image to the Portal Profile

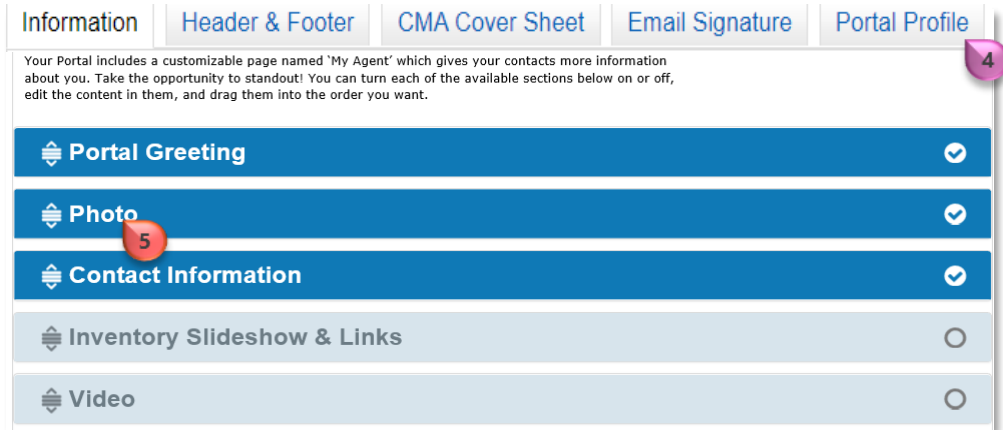
Click the *expand collapse* next to your name **1**

Select **"Settings"** **2**

Click **"My Information"** **3**



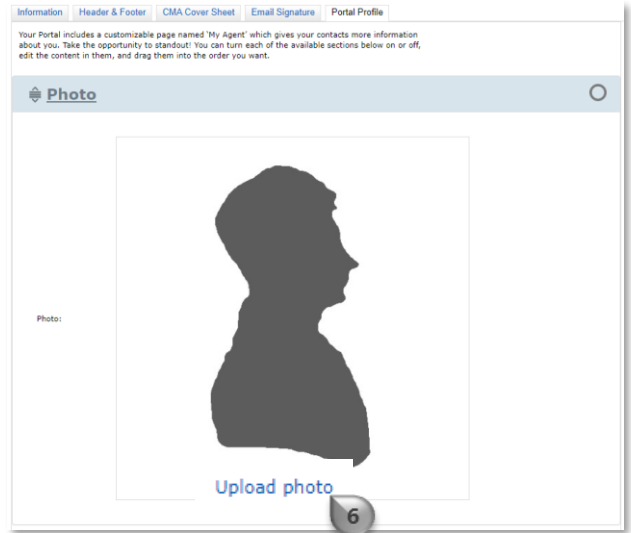
Click **"Portal Profile"** **4**



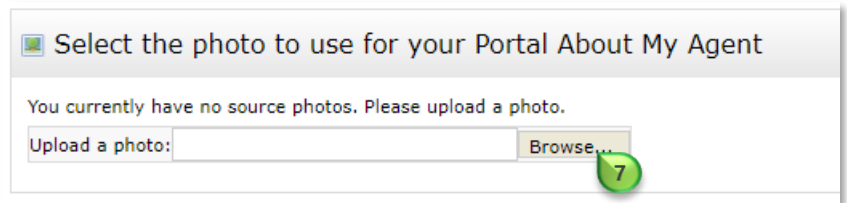
Click **"Photo"** **5**

Add an Image to the Portal Profile

Click **"Upload photo"** 




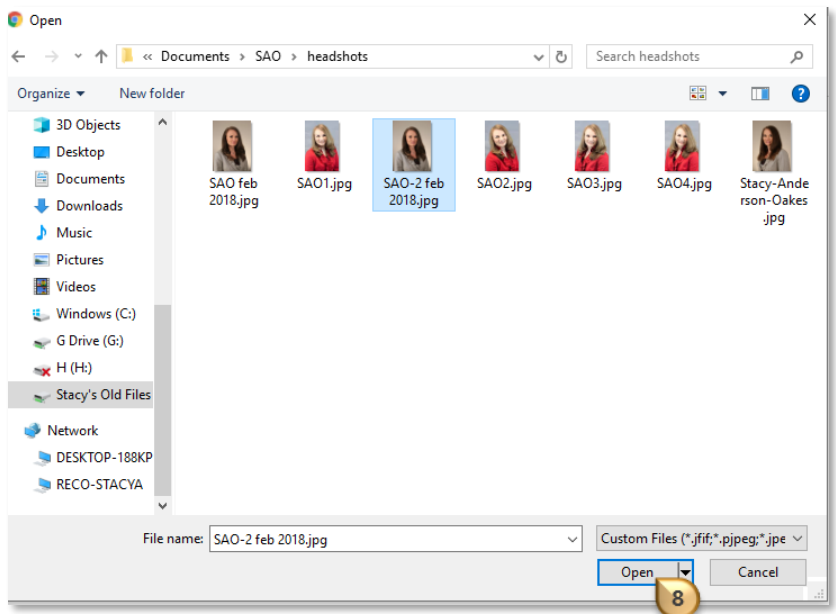
Click **"Browse"** 



A directory of files on your device will present

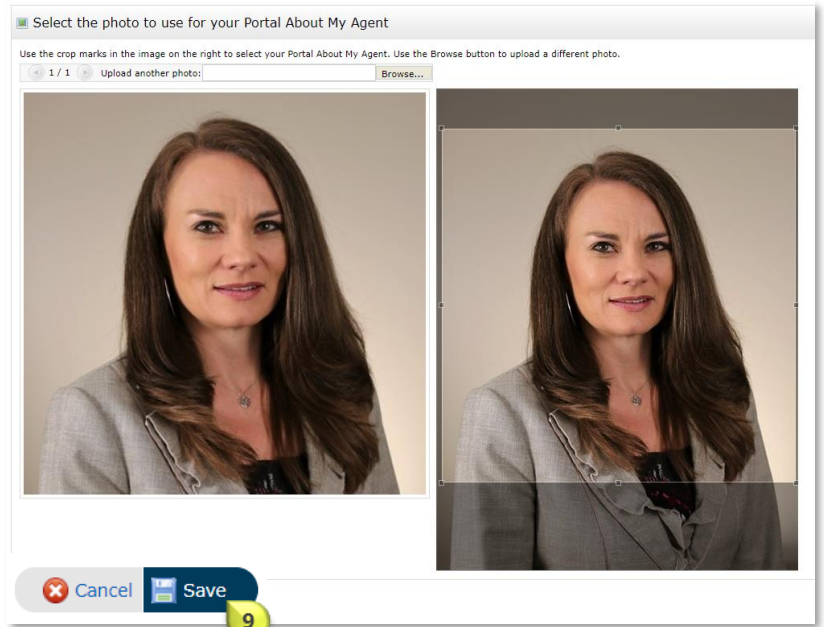
Note: Based on the operating device of the user, the directory may appear different than the example shown

Select the desired file and click **"Open"** 

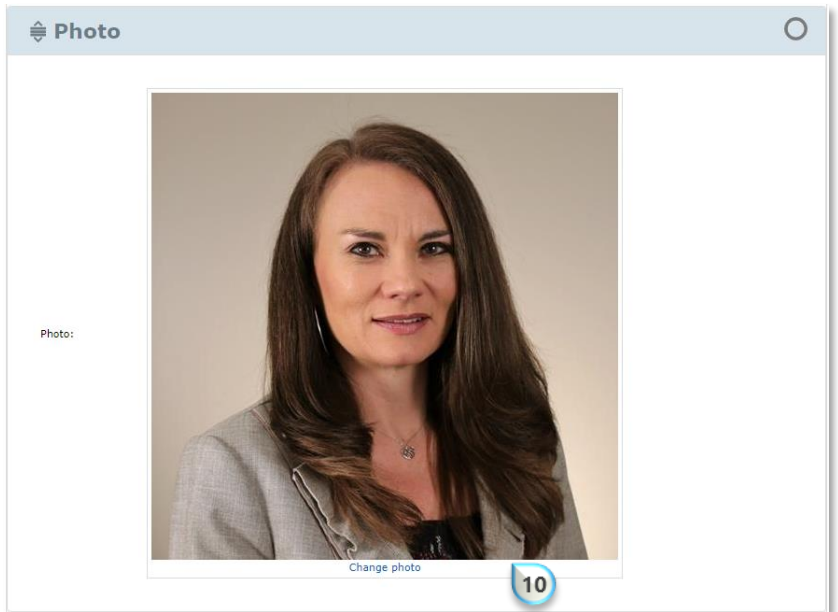


Add an Image to the Portal Profile

The image selected will open in *Matrix*



Click "Save" ⁹



The selected image will appear on the *Portal Profile* ¹⁰