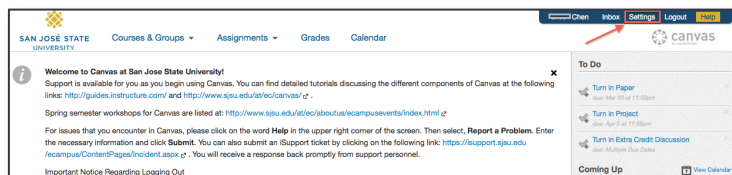


Upload Profile Picture / Adding Contact Information

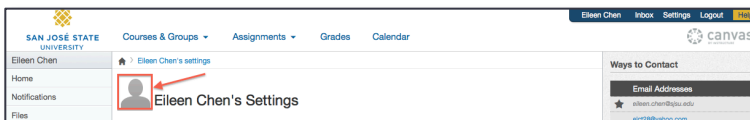
Your personal setting includes - to upload your profile picture showing your professional identity and to add how you would like to receive the notification from Canvas system.

Upload Profile Picture

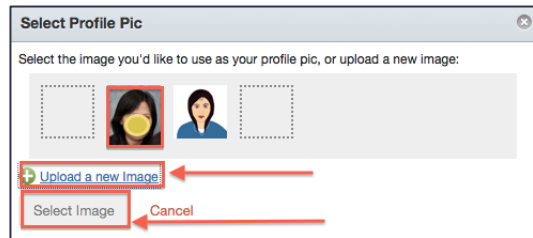
- Step 1: Go to the top right-hand corner and click on the **Settings** to access to your **Profile**



- Step 2: Click on the picture icon to change your profile picture



- Step 3: Upload a new image as your profile picture or Select an image as your profile picture



Adding Contact Information

- Step 1: Click on the **Add Email Address** tab to type your alternate email address in the box
- Step 2: Click on the **Add Contact Method** too register a cell phone number that you can receive text message from Canvas

