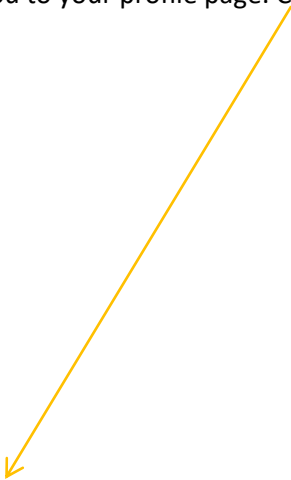


## Adding a Profile Picture to the GPIN Member Directory

- 1) After you sign in to [www.gpin.org](http://www.gpin.org), click on the down arrow next to your name in the upper left corner of the website. Then click on "Profile". (See black oval below.)

The screenshot shows the GPIN website interface. In the top left corner, the user's name "Michelle Tofilovski" is displayed with a dropdown arrow. A black oval highlights the "Profile" option in the dropdown menu. The main content area features the GPIN logo, a navigation bar with links like "Home", "Upcoming Conferences", and "Members Area", and a "Members Area" sidebar with various links. The main content includes a "Welcome to the Group" section, "Our Mission" and "Our Vision" text, and a "GPIN Membership Information" box.

- 2) This will take you to your profile page. Click on the gray picture box.





- 3) Click "Drag & Drop or browse to upload" new profile image file from your computer (see blue oval below) and then drag/click on your GIF, PNG, or JPEG picture file. (It may take a few seconds for the picture to appear.)



- 4) Your selected picture will appear in the box below - click save.

Home Upcoming Conferences Collaborative Groups Committees Contact Members Members Area


Michelle Tofilovski What's on your mind?

Profile Contacts Subscriptions To do's Messages

### Edit Profile - Photo


Personal Work Photo Privacy Login Settings [← Back to My Profile](#)

Current Photo



Upload New Photo

You can upload a GIF, PNG, or JPEG (JPG) file with a maximum size of 10 megabytes (10MB). For best results, use a square image for your profile photo. Note: Your image may be cropped to fit the profile photo area. It may take up to a minute to process and upload the file.



Save

*NOTE: To see your photo displayed in the Directory – as well as the photos of your fellow GPIN colleagues – click on the “System Groups → Members” link under the photo box on your profile page. You may click on the photo in the Directory to see the larger display in an individual’s profile.*

Once saved, your picture will appear in all three boxes (see red oval below) and will be displayed as your profile/directory photo.

**Michelle Tofilovski**

What's on your mind?

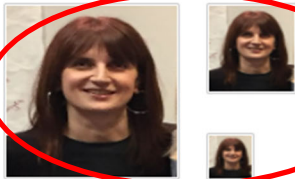
Profile Contacts Subscriptions To dos Messages

**Edit Profile - Photo**

Personal Work **Photo** Privacy Login Settings

[← Back to My Profile](#)

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Drag & Drop or browse to upload.

Save

*Please note: profile pictures cannot be deleted once added, only replaced.*