HOW TO UPLOAD YOUR PROFILE PICTURE IN THE VIRTUAL CLASSROOM
Once logged in in the Virtual Classroom, your name appears in the upper right corner.
Press your name to display the “User Menu” and then press the “Profile” option.
Click on the “Edit Profile” link.
On the form, scroll down to the “User Picture” section.

**IMPORTANT:** It is useful to upload the profile picture as it is a way to get to know the colleagues who participate in the course, taking into account that it is a virtual course in which you are far from each other.
You will see the “User Picture” section, where you can upload your profile picture.
HOW DO I UPLOAD MY PHOTO? METHOD #1

Method #1 is to open your files explorer, then drag and drop the image file into the space provided.
Method #2 is to press the “Add +” button to select your photo using the “File Picker”.
In the File Picker window, press the "Select File" (Browse) option (in the "Upload a file" tab).
With the help of Windows File Explorer or Mac Finder, select the desired image from your computer.

Then press the “Upload this file” option.
If you meet the requirements (whether you used Method #1 or #2), you will see a preview of your profile picture.

Press the "Update profile" option.

Profile Picture Requirements in the Virtual Classroom:
The selected image must meet the following requirements:
- The image must be in jpg or png format.
- ID-style photos are recommended.
Congratulations!
Your profile picture will now appear in the upper right corner, next to your name.
If you need assistance, please go to the Virtual Campus Help Desk: https://campus.paho.org/en/help

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