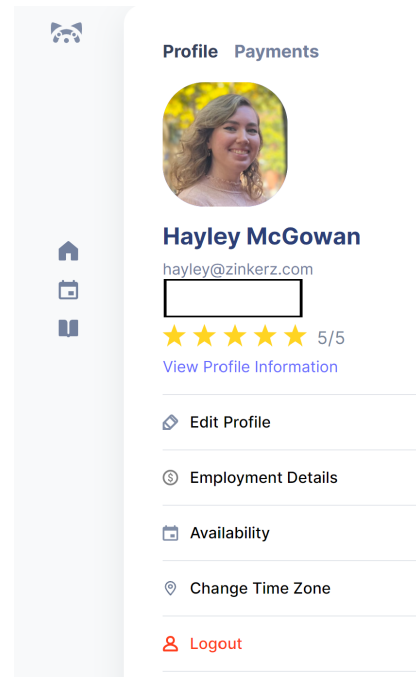


Uploading Profile Photo

1. Accessing Your Profile Photo

Go to your **Profile** in Live Prep.

In the **top left corner** you will see the location of the profile photo icon. If you do not currently have a photo upload, the icon will instead display your initials.



2. Uploading the Photo

If you hover over the icon, an icon with a **camera** will appear. Click there.

The pop-up will then ask you to **drag and drop** or **upload** an image. **Save** your changes, and you're all set!

The image you choose to upload should be a close-up, high quality picture of your face that is appropriate for a professional setting.

