

MyHR Profile Picture

Your profile picture will be displayed in the top left-hand corner of your MyHR profile. It will also be visible to your manager.

- To add your picture, click on the circle, a camera icon will appear

Xentrall Stand Server	E	? 🌍 ტ
Sam HR Officer	Welcome Sam	Edit dashboard
Dashboard	My Pay	
My Pay		
My Details 🗸 🗸	Xentrall	
My Time & Attendance		
My Appraisals/PDRs	Sam	
My Qualifications	31 Jan HR Officer	
My Delegations		
My Authorisations		
My Documents		
Form History		

- In the pop-up box, click on Chose File. Locate the picture from your computer/device

Upload Photo ×		
File	Choose File	
Comments		
	250 characters remaining	
	Cancel	

- Your chosen picture will be displayed. If you want to change it at this point, click Choose File and select another picture.



- Click Upload
- You picture may not appear immediately. The system can take up to 24 hours to update.

Profile Picture Guidelines

Keep it simple and keep it professional!

Your photo should be of you. Do not include objects, pets, children or logos. We just need to see your face.