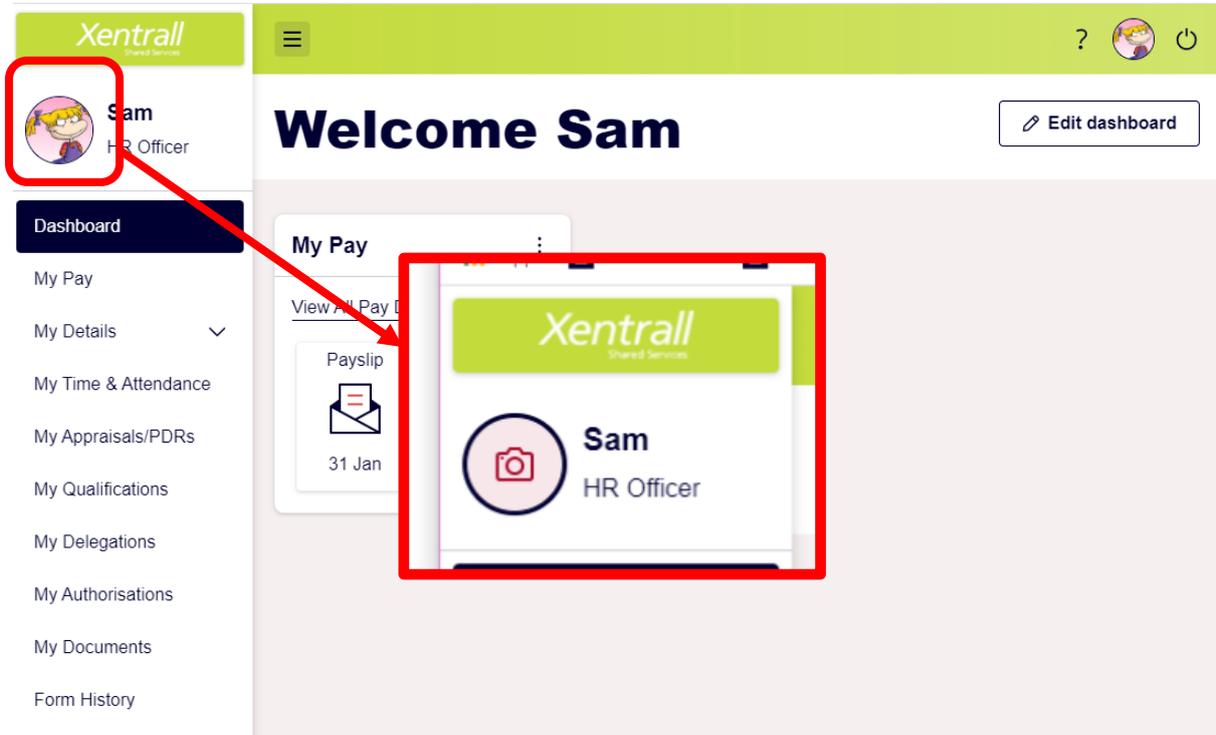


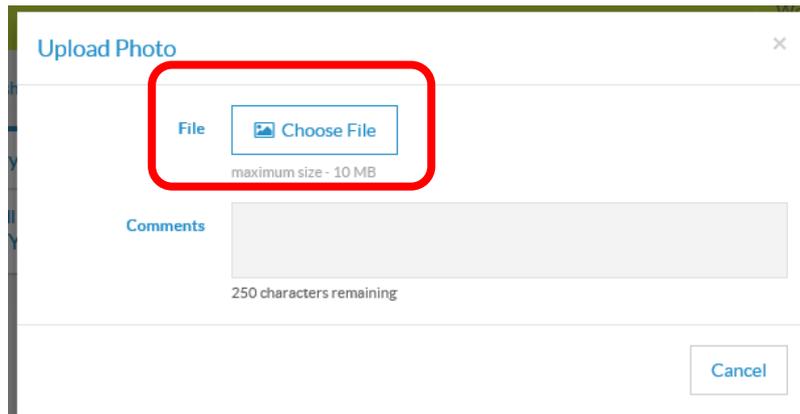
## MyHR Profile Picture

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

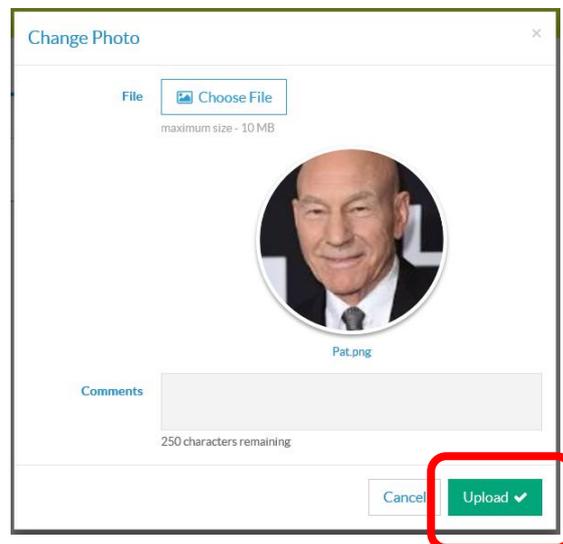
- To add your picture, click on the circle, a camera icon will appear



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



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



- Click Upload
- Your 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.