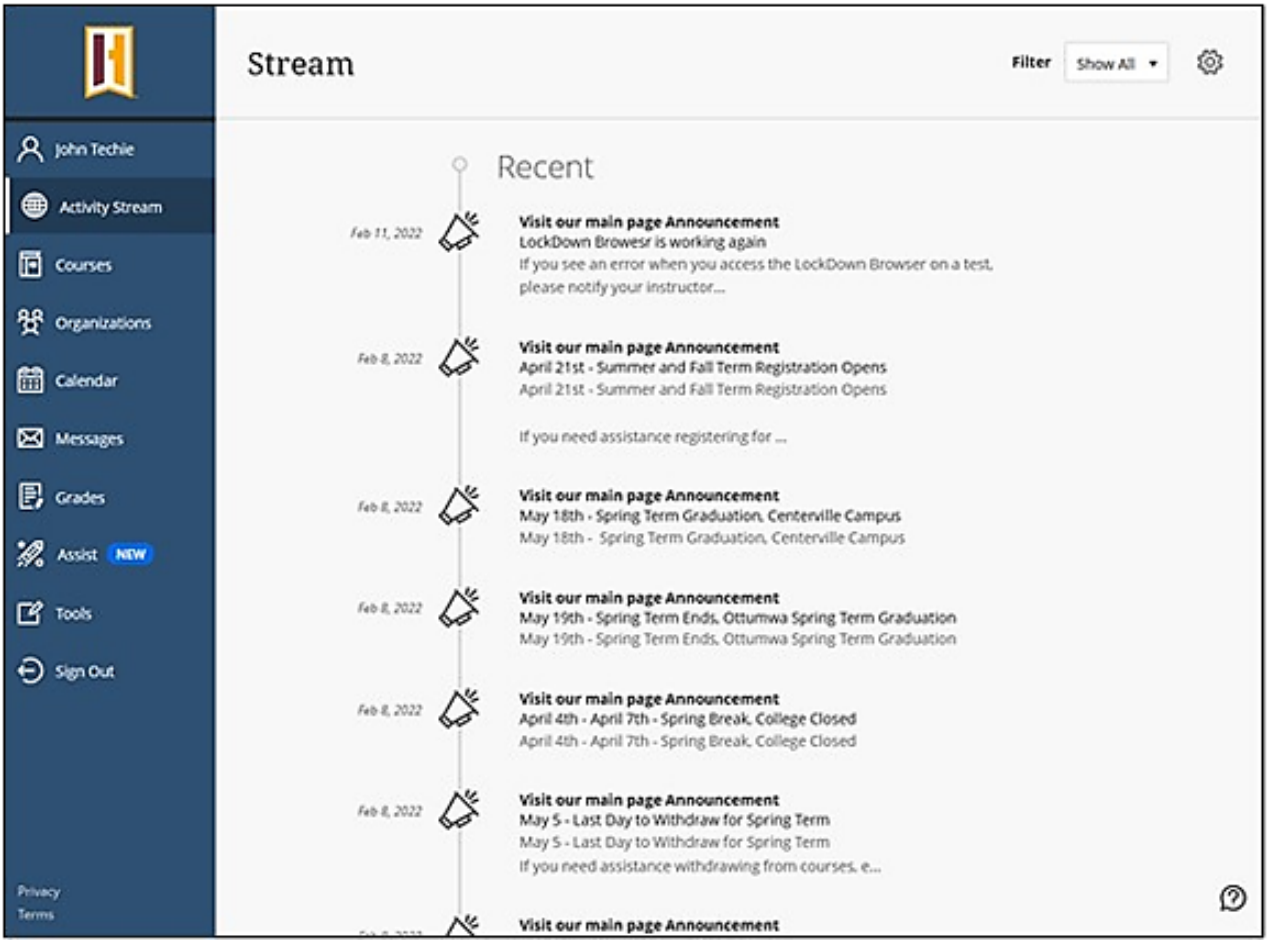
Computer Tutorial:
Upload an Avatar in MyHills

Purpose: To demonstrate to students how to upload a personal avatar. An avatar is a photo or other digital image that represents you. In MyHills, your avatar should be a close-up photo of your face, should not include any other people, and must be a JPG that is 150 by 150 pixels.

Note: For information on how to edit your photo to meet these requirements, please see the tutorial "Crop and Resize an Image."

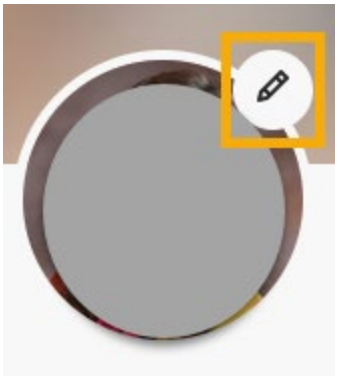
After logging in, you should see your personal "**MyHills Home**" page.

Note: For information on how to log in to MyHills, please see the tutorial "Log In to MyHills." For information on how to navigate your "MyHills Home" page, please see the tutorial Navigate and Manage Your MyHills Home Page."



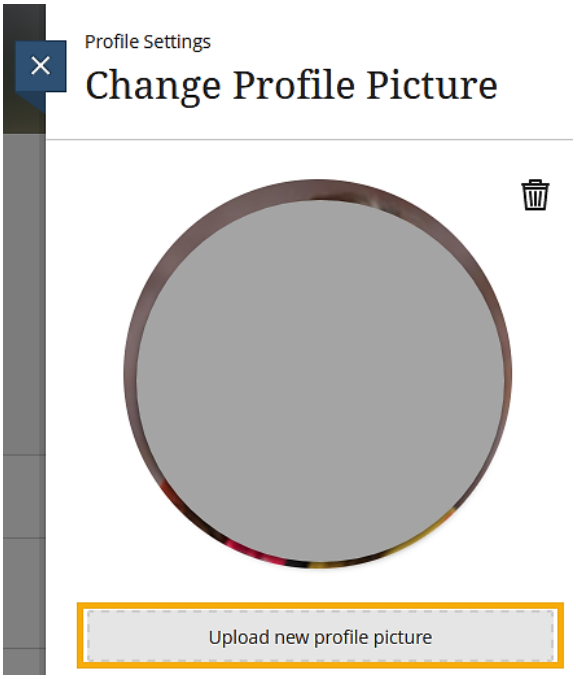
In the upper-left corner, click your name to open your profile.

Hover your mouse over the image. Click the pencil icon that appears to edit your **Profile Picture**.

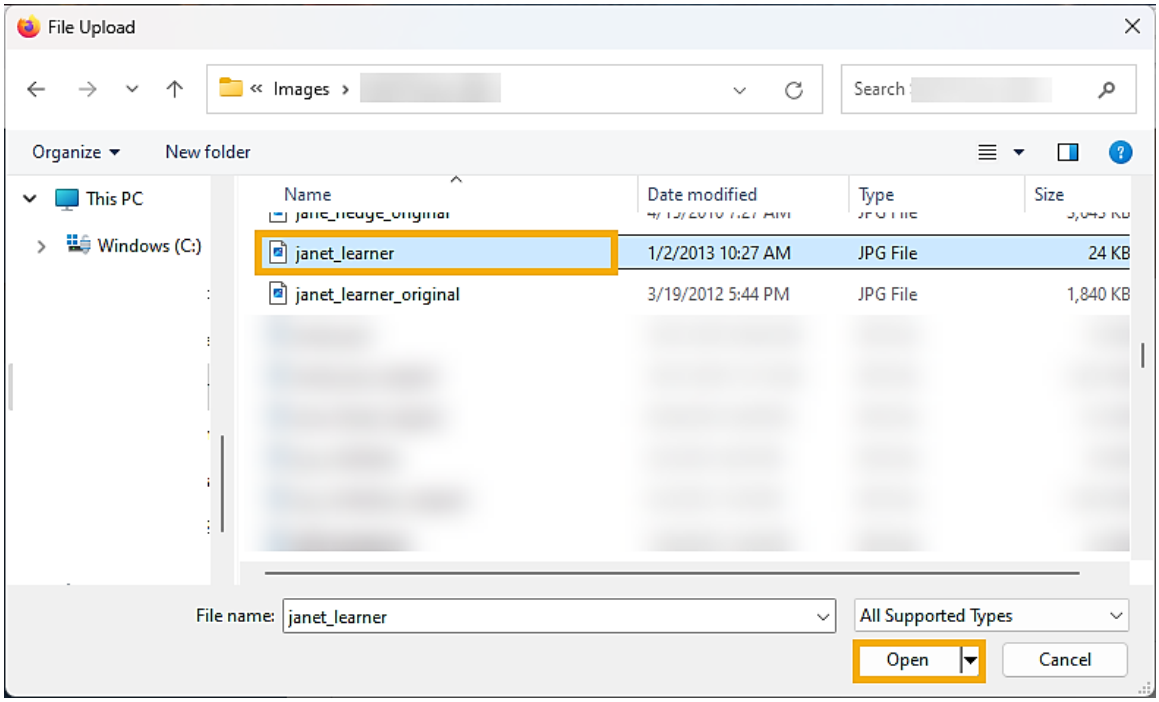


In the Profile Settings click the "**Upload new profile picture**" Button.

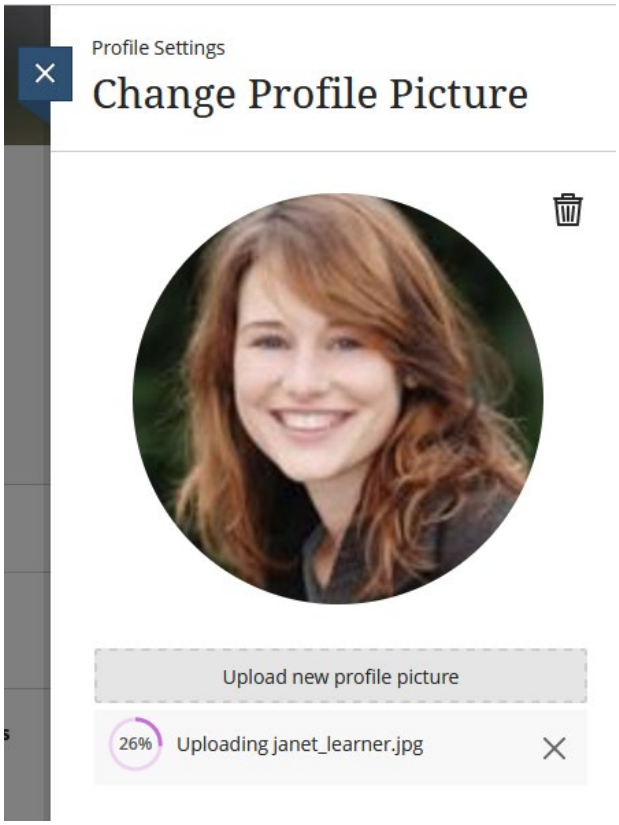
Note: Your avatar image must be a JPEG (.jpg) that is 150 by 150 pixels.



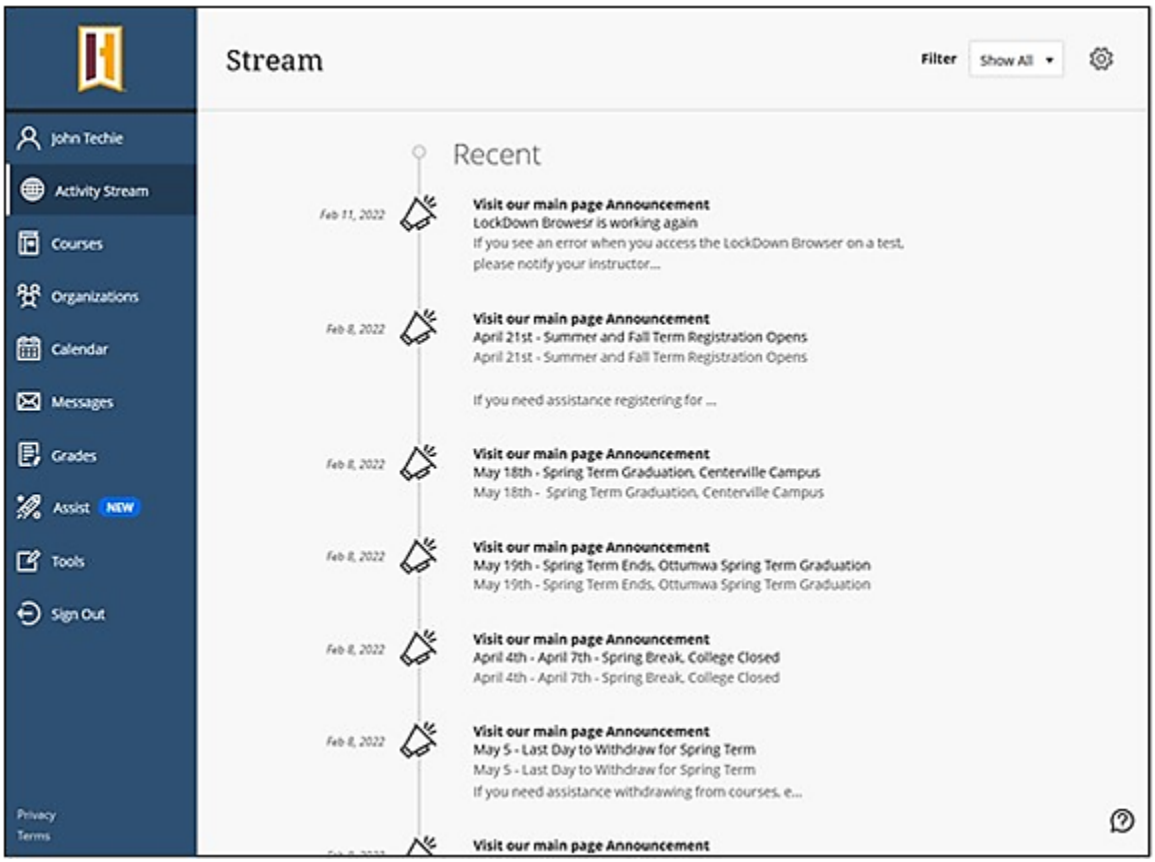
Locate and select your photo on your computer. Then, click "**Open**" to attach the file in MyHills.



After your profile picture has uploaded successfully, click the "**X**." to close the tab.



You will be taken back to the main screen where you can navigate back to the Activity Stream.



Congratulations! You now know how to upload an avatar!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*