

# Updating your profile image in D2L

## 1. Login to My Leo Online



## Welcome to Brightspace by D2L

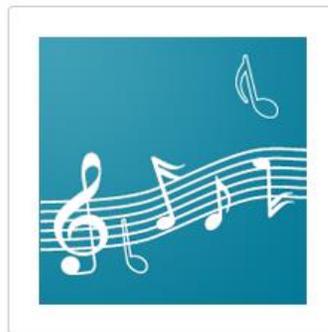
Log in to view your courses, explore tools and features, and customize your eLearning experience.

Username \*

Password \*

[Log In](#)

[Forgot your password?](#)



## 2. Choose edit your profile.



[Class Progress](#) [Email](#) [Calendar](#) [Binder](#) [Course Admin](#) [Manage Files](#)

Welcome Tina! Here are your courses.

[Classic Homepage](#) [Settings](#)

A card for a 'Simulation Course' with a background image of a robotic hand and a human hand. It shows 'SIM\_CO' and '6 setup tasks'.

A card for 'Tina's Sandbox' with a background image of a mountain landscape. It shows 'TINA\_CO' and 'Setup Complete'.



**Tina Freeman**

[Edit Your Profile](#)



### 3. Select change picture

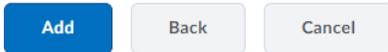
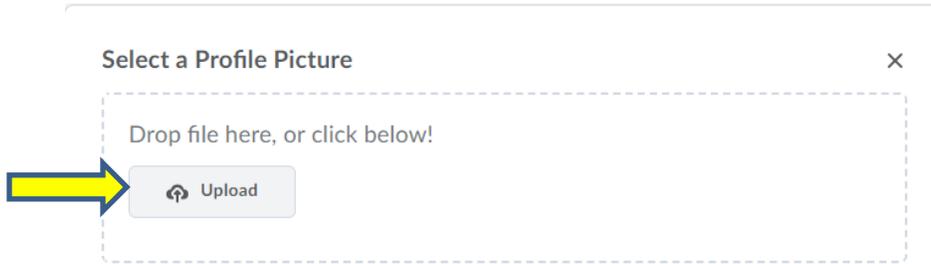
The screenshot shows the 'Edit My User Profile' interface for Tina Freeman. At the top, there is a navigation bar with icons for a grid, email, chat, and notifications, along with the user's name 'Tina Freeman' and a settings gear. Below this is a secondary navigation bar with links for 'Class Progress', 'Email', 'Calendar', 'Binder', 'Course Admin', and 'Manage Files'. The main content area is titled 'Edit My User Profile' and displays the user's name 'Tina Freeman'. On the left, there is a profile picture placeholder with a yellow arrow pointing to a 'Change Picture' button. To the right of the picture are three input fields: 'Nickname' (containing 'Tina'), 'Hometown' (containing 'Commerce'), and 'Homepage' (empty).

### 4. Select My Computer

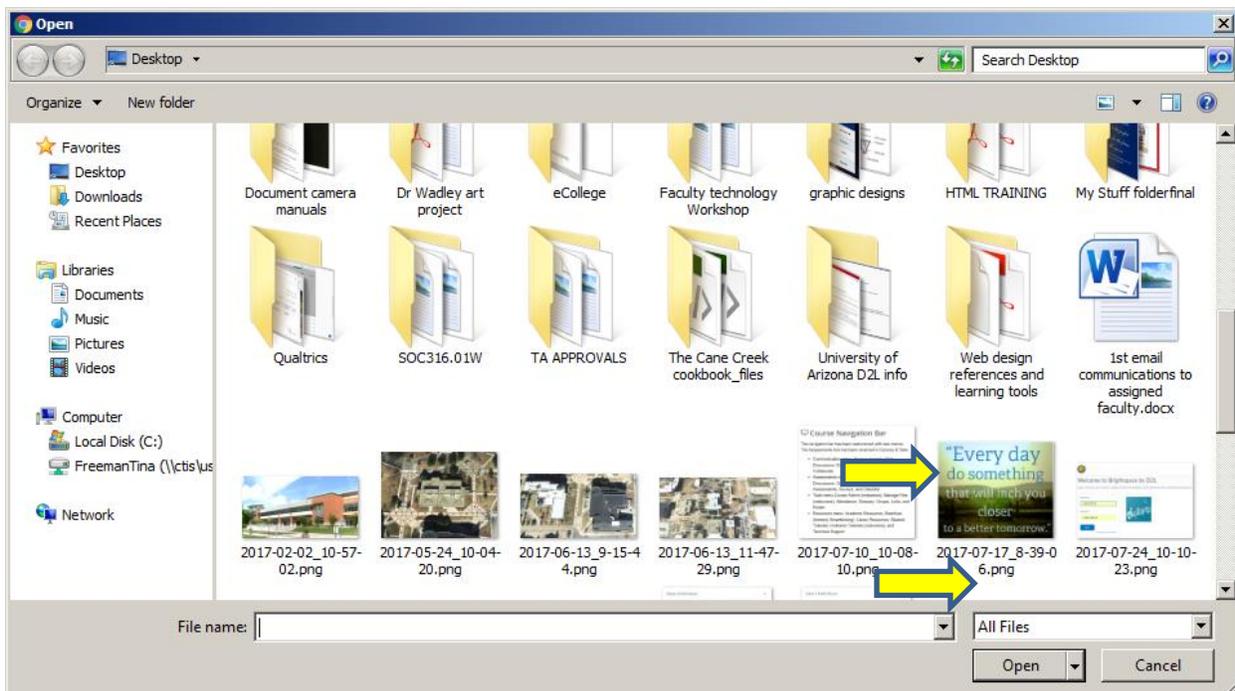
My Locker may be chosen if you have photos stored in your D2L locker.

The screenshot shows a 'Select a Profile Picture' dialog box. It has a title bar with a close button (X) on the right. The dialog contains two options: 'My Computer' and 'My Locker', each with a right-pointing chevron. A yellow arrow points to the 'My Computer' option. At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a double-slash icon (//).

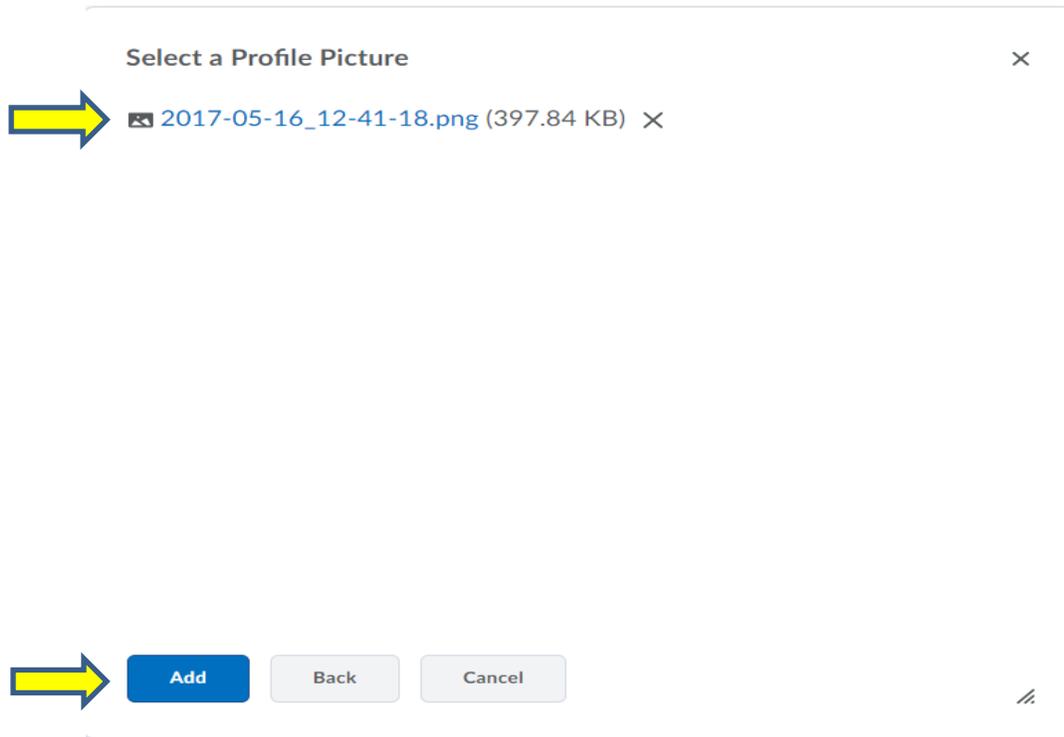
## 5. Click Upload



## 6. Select photo from computer, click open



## 7. Image description will appear, choose Add



## 8. The new image is now showing on your profile page

 ⌵ ✉ 💬 🔔 ⌵  Tina Freeman ⚙️

[Class Progress](#) [Email](#) [Calendar](#) [Binder](#) [Course Admin](#) [Manage Files](#)

### Edit My User Profile

Tina Freeman



[Change Picture](#) 

Nickname

Hometown

Homepage

## 9. Select save and close

Class Progress Email Calendar Binder Course Admin Manage Files

### Edit My User Profile

Tina Freeman

  Nickname

Hometown

Homepage

#### Social Networks

Facebook  e.g. <http://www.facebook.com/myusername>

Google  e.g. <https://profiles.google.com/myusername>

## 10. Your new profile picture is now changed

Class Progress Email Calendar Binder Course Admin Manage Files

### Welcome Tina! Here are your courses.

[Classic Homepage](#) [Settings](#)

 **Simulation Course**  
SIM\_CO  
6 setup tasks

 **Tina's Sandbox**  
TINA\_CO  
Setup Complete

 **Tina Freeman**  
[Edit Your Profile](#)