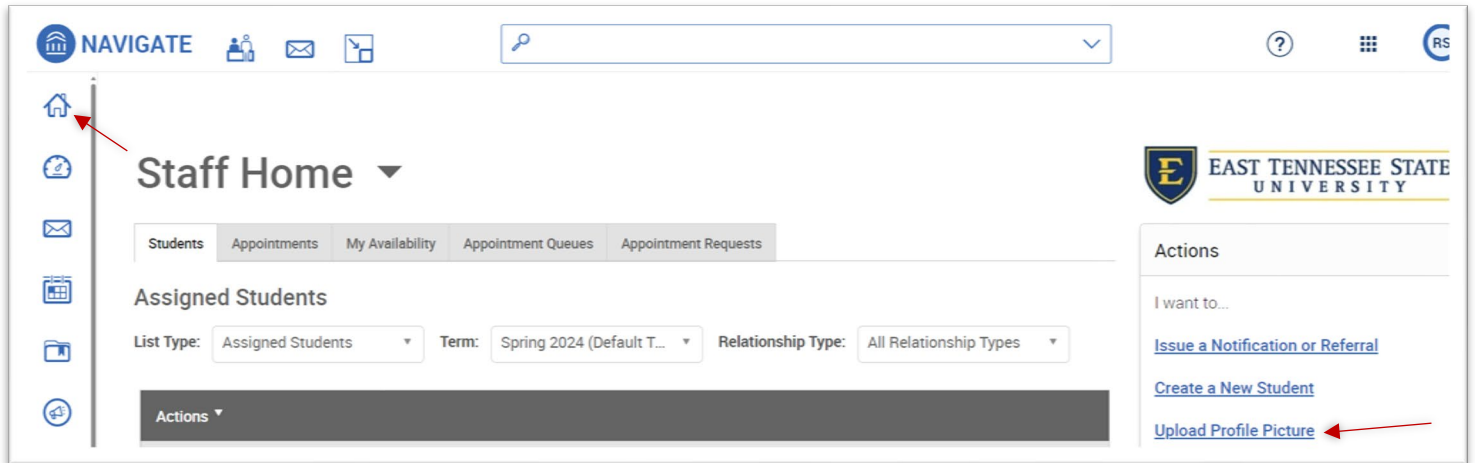# Navigate360: Upload a Profile Picture
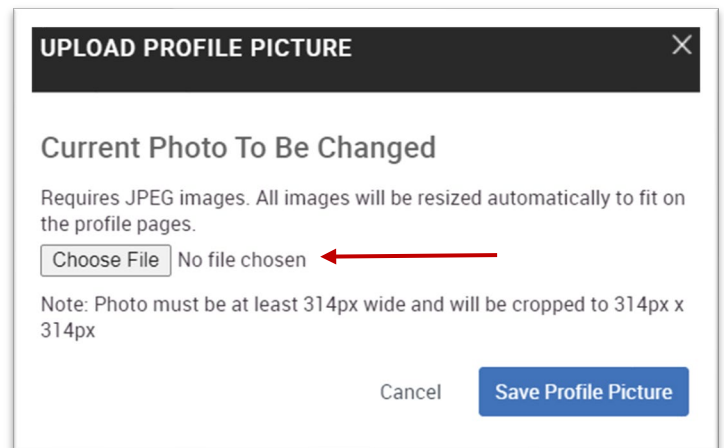*Navigate allows users to upload a picture to add more personalization to their profile*

1. Upload a profile picture

- Click the Home 🏠 icon from the left navigation
- Click *Upload Profile Picture* from the *Actions* box in the upper right of the screen

- Click *Choose File*
- Select the ==jpeg== file of your official university headshot from your hard drive, S: drive, or Q: drive, and click *Open*
- Click *Save Profile Picture*

2. View your uploaded profile picture on your *Staff Home* screen