

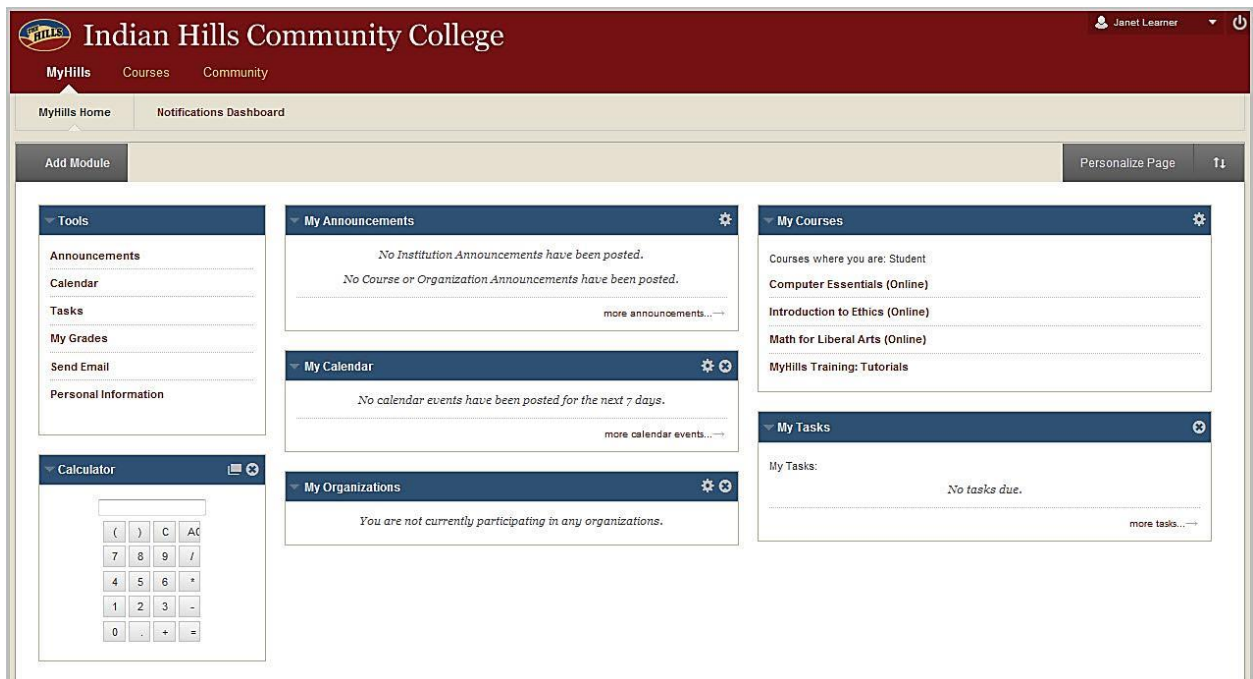
## Computer Tutorial: Upload an Avatar in MyHills

**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.

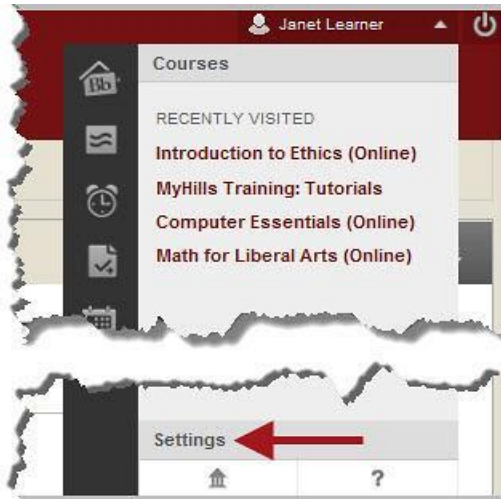
**Note:** For information on how to log in to MyHills, please see the tutorial “Log In to MyHills.” For information on how to navigate your “MyHills Home” page, please see the tutorial “Navigate and Manage Your MyHills Home Page.”



In the upper-right corner, click the arrow next to your name to open an additional menu.



Click **“Settings,”** which is located toward the bottom of the menu.



Then, click **“Personal Information.”**

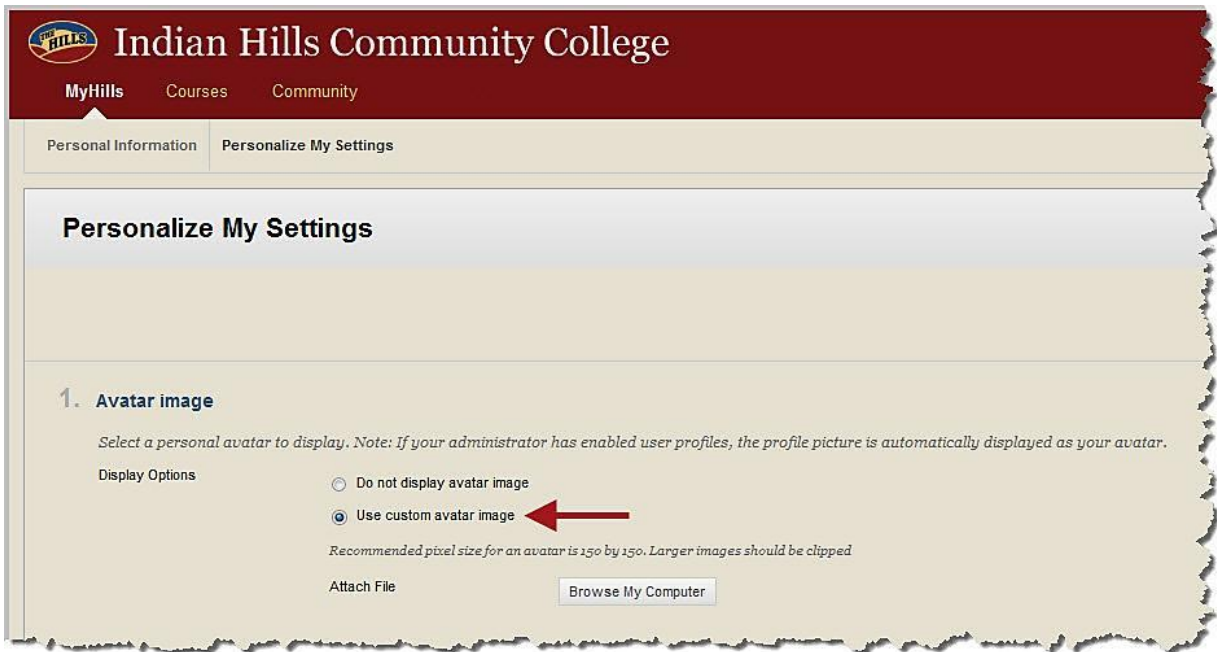


On the Personal Information page, click **“Personalize My Settings.”**

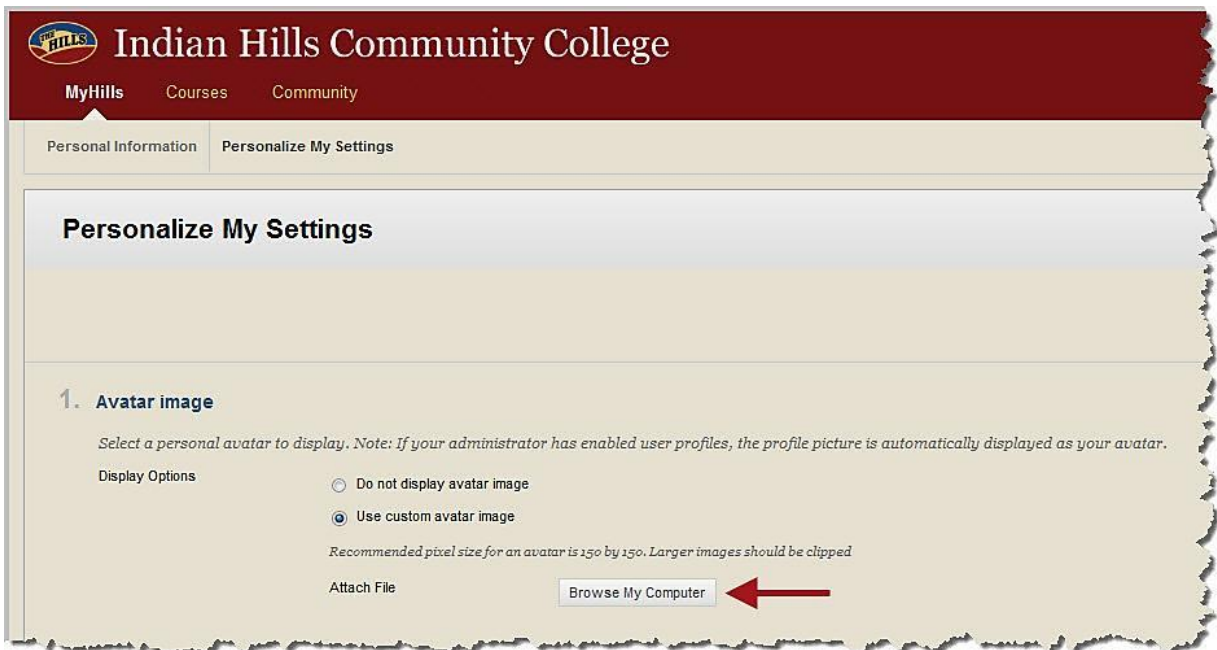


Under “Avatar image,” click the radio button next to “Use custom avatar image.”

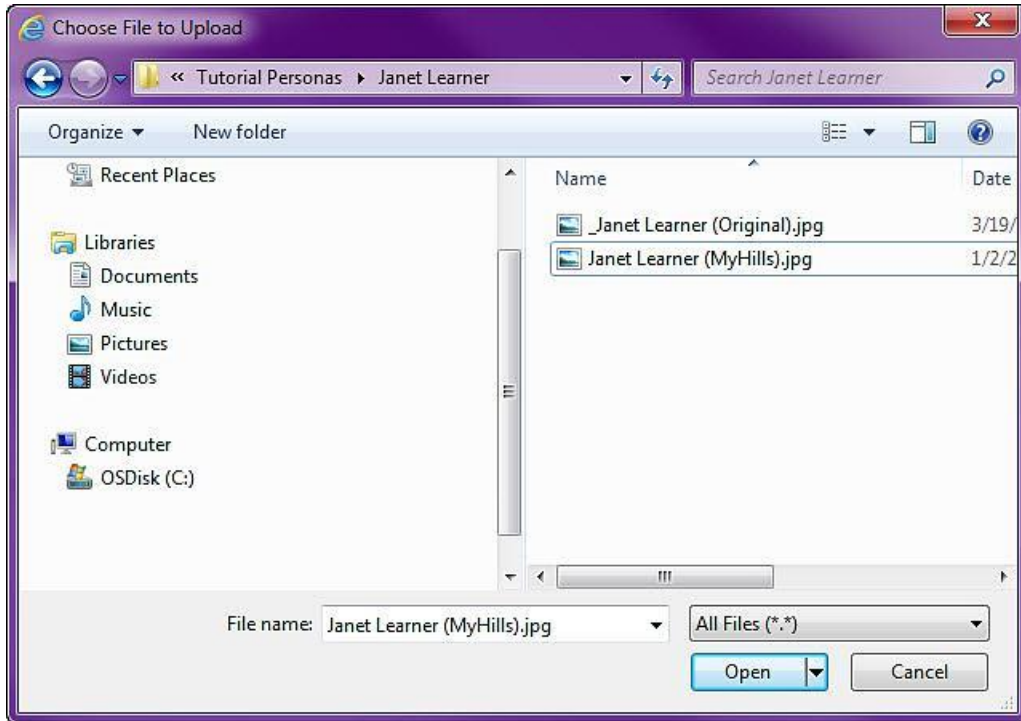
**Note: Your avatar image must be a JPEG (.jpg) that is 150 by 150 pixels.**



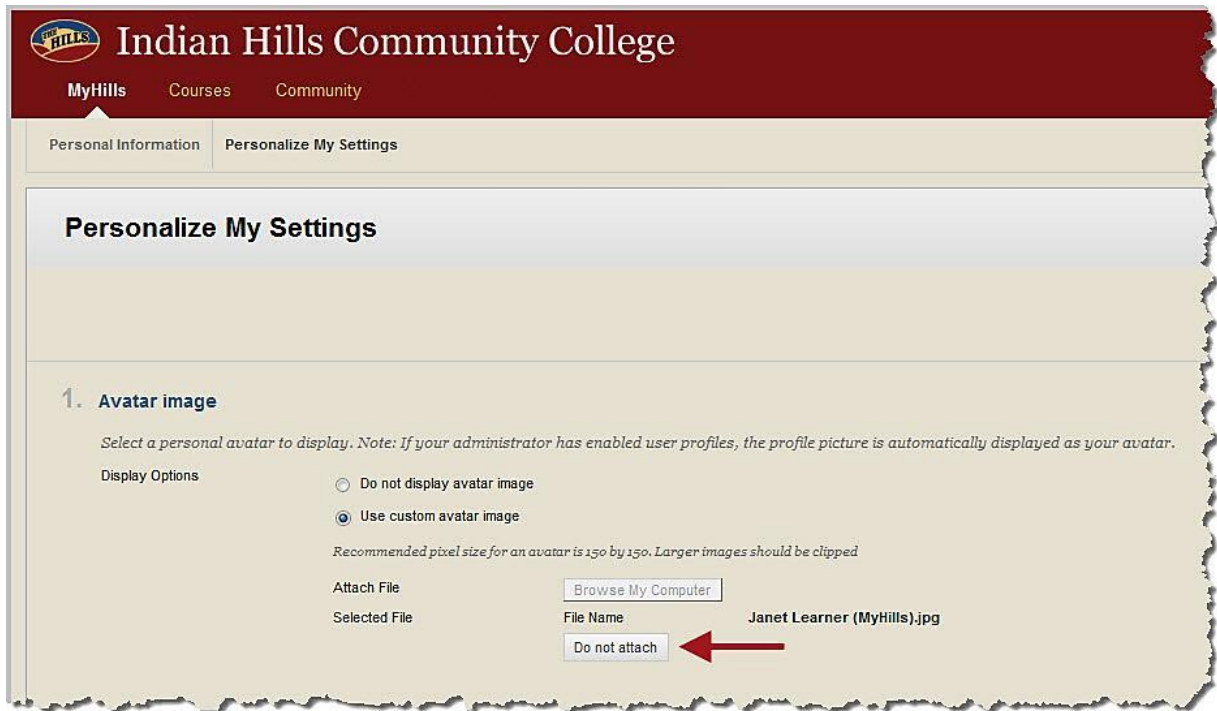
Then, click “Browse My Computer” to locate your image.



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



If you do not want to attach the photo you just selected, click “**Do not attach.**”



Under “My Settings Links,” you may choose what links (My Courses and My Organizations) you would like displayed in “My Settings.”



Once you have uploaded your avatar and picked your settings, click “Submit.”



You will be taken back to your “Personal Information” page. A **green** “Success” message will appear at the top of the page, as well as your personal avatar in the upper-right corner.



Congratulations! You now know how to edit your personal information!

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