



FoxTALE: Add or Change Your Picture

Your Profile and Picture in FoxTALE

Your profile shows your picture and description throughout the FoxTALE online community. By default, you are given a yellow smiley face until you add your own picture. FoxTALE users can read about you and see your picture.

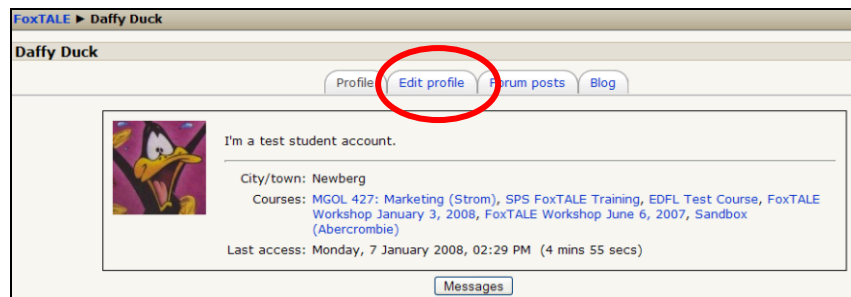
Editing Your Profile and Changing Your Picture

Note: Please use FireFox as your browser and not Internet Explorer whenever you edit your profile or change your picture.

1. In the top right corner of your screen you will see a message that says **You are logged in as [name] (Logout)**. Click on your name to go to your profile.



2. Click the **Edit profile** tab.







- Fields with red asterisks are required. Enter information about yourself in the **Description** field.
- In the **Picture of** section, you can add or change your picture at any time by clicking the **Browse** button to locate and upload a new picture. You can use your George Fox Bruindata picture; see the next page for instructions.

Please make sure that any picture you upload is appropriate since your picture can be viewed by all FoxTALE users.

The screenshot shows a web form for updating a profile. At the top is a 'Description' field with a red asterisk and a help icon. The text 'I'm a test student account.' is entered. Below this is the 'Picture of' section, indicated by a red arrow. It contains a 'Current picture' thumbnail, a 'Delete' checkbox, a 'New picture (Max size: 30MB)' field with a 'Browse...' button, and a 'Picture description' field.

- Click **Update profile** to save.

If you changed an existing picture, the new picture will not show on your computer unless you refresh your browser.

- In FireFox, click the **Reload current page** button. 
- In Internet Explorer, use the **Refresh** button. 

Note: Sometimes you must clear your browser's cache in order to see the new picture.