

For Members:



How to add your photo to your Directory Profile in Ten easy Steps

Find a photo of yourself on your computer – Head and Neck shot is best. Take one or use existing one. You can crop one you like or ask family or friend to do it.

[SaveAs} and Rename it with your initials and save to your desktop (or remember the file name & location for the next steps)

1. Login to cfuwburlington.ca
2. Select [View Profile] *top right of the screen, just under your name*
3. Select [Edit Profile] *first button under [My Profile]*
4. Scroll down to [Contact Data] Locate [Member Photo]
5. Click on [Remove/Change] *to the right beside [Member Photo]*
6. Click on [choose file] *just to the right of [Member Photo]*
7. Navigate to your photo *on your computer*
8. Select it and Click [Open]
9. Photo will upload
10. Don't forget to [SAVE] !!!! : If you are satisfied scroll all the way down to the bottom of the profile page and click [Save] If you don't like it click [cancel] and start over with a new photo.

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