Upload Profile Picture / Adding Contact Information

Your personal setting includes - to upload your profile picture showing your professional identity and to add how you would like to receive the notification from Canvas system.

• **Upload Profile Picture**
  - Step 1: Go to the top right-hand corner and click on the **Settings** to access to your **Profile**
  - Step 2: Click on the picture icon to change your profile picture
  - Step 3: Upload a new image as your profile picture or Select an image as your profile picture

• **Adding Contact Information**
  - Step 1: Click on the **Add Email Address** tab to type your alternate email address in the box
  - Step 2: Click on the **Add Contact Method** too to register a cell phone number that you can receive text message from Canvas