How to update a directory photo in SouthwestNet

1. <u>Open a Chrome or Firefox browser</u>



2. Navigate to <u>www.smsu.edu</u>

www.smsu.edu

3. Click on "Menu"



4. Click on "SouthwestNet"



5. Log in with your StarID and password. *You may need to login twice*.

Log In	
	Log In

6. Clic	k on the "Directory	Profile" tab		
	Student Portal	Directory Profile	Tools	
		This feat	ure allows you to change yo	our online directory profile.

Note: the first tab you see to the left of "Directory Profile" may say "Dashboard" instead of "Student Portal." That is okay and you may still proceed to the Directory Profile. 7. Click on "Edit Photo"

Edit Contact Information	
Edit Photo	
Edit Content	
Click "Upload a New Picture"	
Upload a New Picture	
Click "Browse"	
Upload a New Picture	×
Please upload a new picture, the following extensions are allowed: jpg or jpeg Picture: Browse, No file selected. No file selected.	
5	Cancel Upload File

10. Find the photo on your computer, select it and click open



WEB SERVICES | 507-537-6123

8.

9.

11. Click "Upload File"



12. Crop the image if needed. Then click "Crop and Save"

Change Profile Picture

Crop Your New I	Picture
Please select the are will automatically crop click "crop and save	a of the picture you would like to have displayed. Do not worry about the size, the system the image to the correct sizes! When you have selected the area you would like to use, " at the bottom of this page.
You can drag the se like to use	lection box around as well as resize it to select the exact profile picture that you would
	Cancel Crop and Save
-	
.	

13. If you see this banner, your image uploaded successfully. If not, please contact the web office.



Note: If you have a preferred name on file, please contact the web office after uploading your image if you do not see your new image the day after you uploaded the new image.