

## How to update a directory photo in SouthwestNet

---

1. Open a Chrome or Firefox browser



or

2. Navigate to [www.smsu.edu](http://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.*

**Username**

**Password**

**Log In**

[Change your password](#)

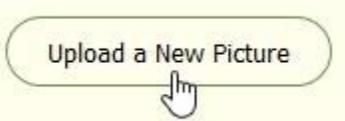
6. Click on the "Directory Profile" tab



**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"



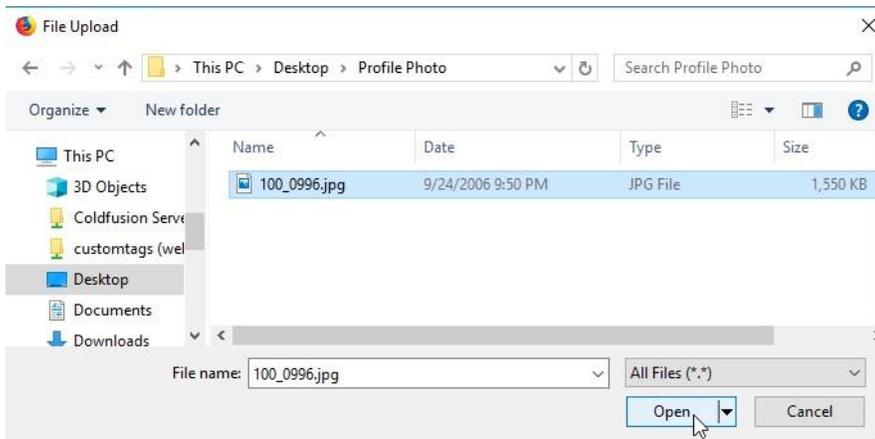
8. Click "Upload a New Picture"



9. Click "Browse"



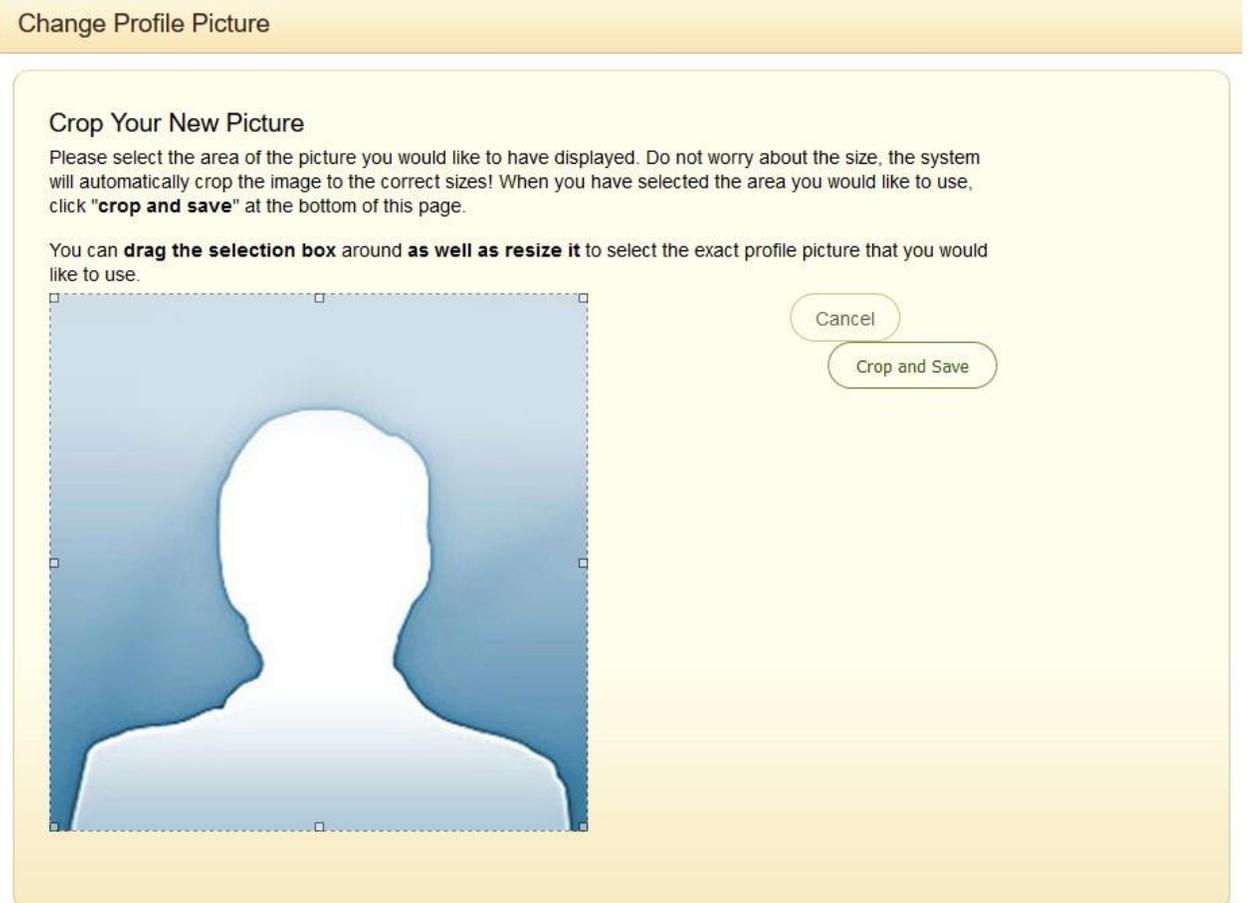
10. Find the photo on your computer, select it and click open



11. Click "Upload File"



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