

Updating Profile Your Picture in Navigate Staff

For faculty and staff

1. Prepare your profile picture.
 - a. Photo must be at least 314 pixels wide and will be cropped to 314 pixels x 314 pixels.
 - b. For web display: 314 pixels = 3.27 inches
 - c. Save the profile picture as a JPEG or JPG file.
2. Log into Navigate Staff Live from OneLogin
3. On the right side of the screen, in the Actions box, select Upload Profile Picture
4. Choose your picture file
5. Click Save Profile Picture

Guidelines for profile pictures

Keep it professional. This picture is used to identify you throughout the Navigate system.

It is highly recommended to use your Carthage headshot, Carthage ID picture, or another professional headshot.

Students will see your profile picture across the student app. Faculty and staff colleagues will see your profile picture across the staff site.

Pictures deemed too unprofessional will first be asked to be changed or removed. Pictures not changed or removed within a reasonable timeframe will be removed by an administrator. Highly inappropriate or offensive profile pictures will be immediately removed without warning.

