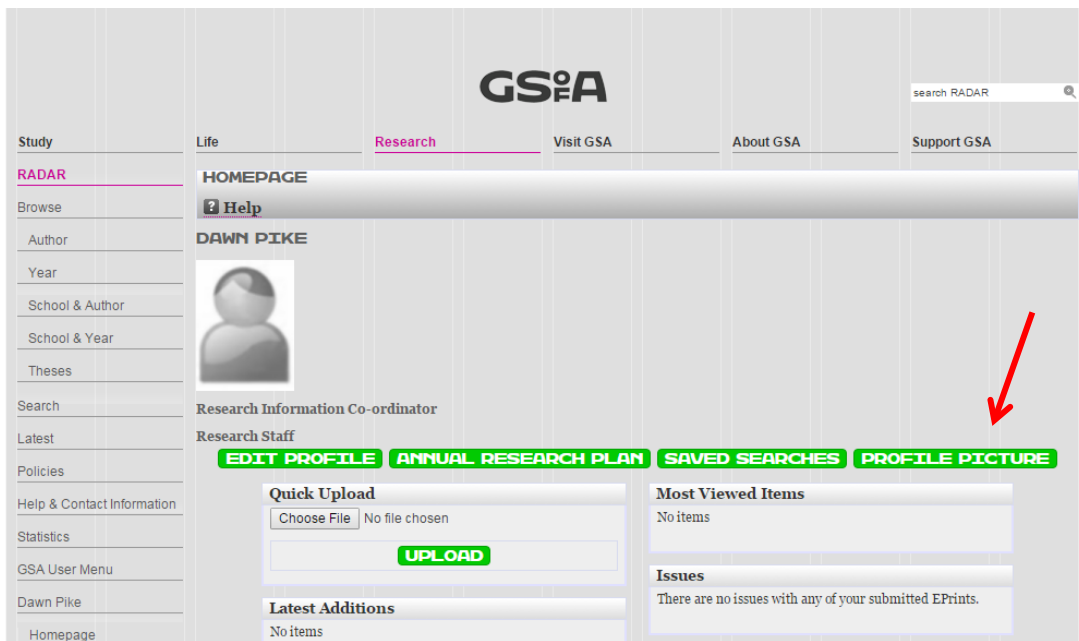


How to add a profile picture to RADAR



Once you have logged into RADAR click on your homepage which will bring up the above screen. If you click on the green 'profile picture' button on the far right (highlighted with the red arrow) it will take you to the screen pictured below where you can add your profile picture.



Click on choose file (circled above) and search your computer for the picture you want use. Once you have selected the picture click 'upload' and this will automatically update your profile picture.

NB: you must have your profile set to public for your photo to appear. To do this see below.

To make your profile public click on the edit profile button on the homepage and select MePrints (circled in the screenshot below) here you should select 'public' under profile visibility and then press the green 'save and return button' to save these changes.

The screenshot shows the GSA website's profile editing interface. At the top, the GSA logo is centered, with navigation links for 'Study', 'Life', 'Research', 'Visit GSA', 'About GSA', and 'Support GSA'. A search bar for 'RADAR' is in the top right. Below the navigation, there are buttons for 'Account', 'Profile', and 'MePrints', with 'MePrints' circled in red. Below these are three green buttons: 'PREVIOUS', 'CANCEL', and 'SAVE AND RETURN'. The main content area is titled 'MePrints' and contains the following sections:

- Profile Visibility:** Two radio buttons, 'Public' (selected) and 'Private'. A red arrow points to the 'Public' button.
- Job title:** A text input field containing 'Research Information Co-ordinator'.
- Expertise:** A list of six numbered input fields for expertise, each with a dropdown arrow. A green button 'MORE INPUT ROWS' is below the list.
- Biography:** A large text area for entering a biography.
- Qualifications:** A large text area for entering qualifications.

A left-hand sidebar contains various navigation options such as 'Browse', 'Author', 'Year', 'School & Author', 'School & Year', 'Theses', 'Search', 'Lafest', 'Policies', 'Help & Contact Information', 'Statistics', 'GSA User Menu', 'Dawn Pike', 'Homepage', 'Manage Outputs', 'Manage records', 'Saved searches', 'Review', 'Admin', 'Reports', 'Edit page phrases', and 'Logout'.