



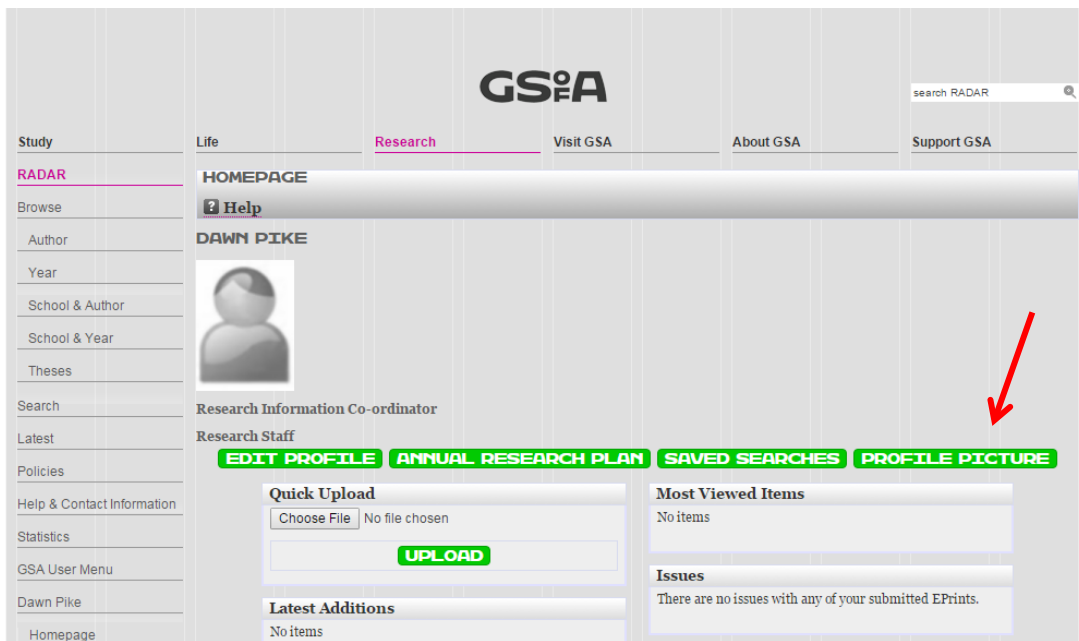
**HOW TO...**



**ADD A  
PROFILE  
PICTURE TO  
RADAR**

**A GUIDE FOR  
RADAR USERS**

## 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. Below it, navigation links include 'Study', 'Life', 'Research', 'Visit GSA', 'About GSA', and 'Support GSA'. A search bar for 'RADAR' is in the top right. A left sidebar contains various menu items like 'Browse', 'Author', 'Year', 'School & Author', etc. The main content area is titled 'EDIT' and contains a breadcrumb trail: 'Account' → 'Profile' → 'MePrints', with 'MePrints' circled in red. Below the breadcrumb are three green buttons: 'PREVIOUS', 'CANCEL', and 'SAVE AND RETURN'. The 'MePrints' section includes a 'Profile Visibility' section with 'Public' and 'Private' radio buttons, where 'Public' is selected and indicated by a red arrow. Below this is a 'Job title' field with the text 'Research Information Co-ordinator'. The 'Expertise' section has six numbered input fields with dropdown arrows. A green 'MORE INPUT ROWS' button is below the expertise fields. The 'Biography' and 'Qualifications' sections are represented by large empty text boxes.