**SacCT**

**Post a Picture to User Profile**

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**HOW TO GUIDE**

**USER PROFILE PICTURE**

This guide will show you how to upload a picture to your Blackboard user profile and show you where this picture will appear throughout SacCT. If you have already set up part of your profile but do not have a Picture, skip to the “Add a Profile Picture” section of this document. Otherwise, please be sure to read this document from start to finish.

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**POSTING A PICTURE**

The following steps will show you how to post a picture and add other information to your user profile.

**Create a Blackboard Profile**

- **step 1.** Login to SacCT ([http://www.csus.edu/sacct/](http://www.csus.edu/sacct/))
- **step 2.** The My SacCT page will display. Locate and click your name in the top right hand corner
- **step 3.** The Global Navigation Menu will display a list of options
- **step 4.** Click the View Profile icon, the first icon on list that appears as a small silhouette
- **step 5.** A window will open up stating the Blackboard Profile Terms of Service
- **step 6.** Select the checkbox to agree with the terms and then, click Agree
step 7. At the Primary Email Address prompt, type in an email address (i.e. Saclink email) that you would like to add to your profile and click Submit.

step 8. A Blackboard + myEdu prompt will display. Click I Don't Have a MyEdu Account button on bottom right.
**step 9.** A **Let's get started prompt** will display.

*a.* In the **My Name is** field enter your First and Last name.

*b.* From the drop down menu, select **I am employed by** and start typing the university’s name “California State University…” and select “California State University, Sacramento” from the drop down list that appears.

*c.* In the **My email is** field enter your Saclink email if it does not already appear.

*d.* Click **Done** to submit.
step 10. At the **Privacy Settings prompt**, select one of the privacy options. We recommend **Hidden** or **My Institution**.

![Privacy Settings](image)

step 11. A Success prompt will display. Click **View your Profile**. You will be returned to the main **My SacCT** page.

![Success](image)
Add a Profile Picture

**step 1.** From the **My SacCT page** locate and **click your name** in the top right hand corner

**step 2.** The **Global Navigation Menu** will display a list of options. Click the **View Profile icon**, which is the first icon on list that appears as a small silhouette

**step 3.** The **My Cover Page** will display. Click the **Settings & Privacy** button on left hand side menu

**step 4.** Locate the Picture section. Click the **Change Picture** button.
**step 5.** At the Change Picture prompt, click the **Upload New** option

![Change Picture](image)

*Upload a new picture, or choose the one that you previously uploaded.*

*Images must be valid GIF/PNG/JPG files, less than two megabytes in size, and at least 280 x 280 pixels in dimension.*

**step 6.** **Browse your computer** and select the **picture** of your choice and **click Open**. It may take a few seconds for the uploading picture process. **Please Note:** Picture **must be at least 280 x 280 pixels in size and be a GIF/PNG/JPG format.**

**step 7.** Picture will now display in the Crop window, use the crop area to focus in/out of the areas of the picture you need.

**step 8.** **Click Save** on bottom right, to save picture to profile

![Crop](image)

**step 9.** Picture will now display on the Settings & Privacy page. Add additional information to your profile, if needed.
**Step 10.** Click **Save** to save your picture and other profile information.

**WHERE WILL YOUR PICTURE DISPLAY**

Your profile picture will now appear in different areas across SacCT such as People and Spaces from the Global Navigation menu and the Roster tool and Discussion Boards from within a course. Here are a few examples of where your picture will display:

In the Discussion Board area, your picture will appear next to a thread that you create. Upon opening a thread, the author’s picture will also display above their post.
Your picture will also appear in the Roster tool next to your last name.