

SacCT

Post a Picture to User Profile

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

USER PROFILE PICTURE

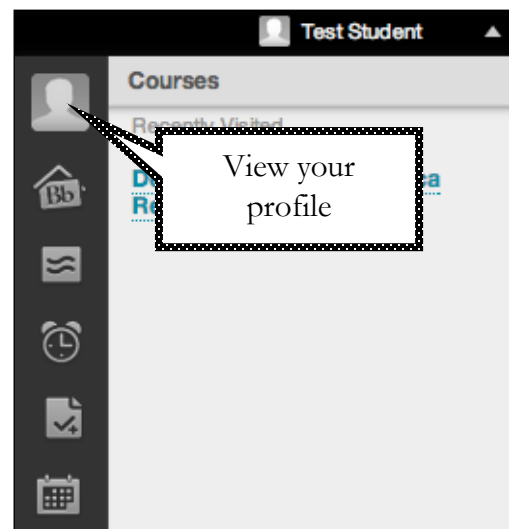
This guide will show you how to upload a picture to your Blackboard user profile and show you where this picture will appear throughout SacCT. If you have already set up part of your profile but do not have a Picture, skip to the “[Add a Profile Picture](#)” section of this document. Otherwise, please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

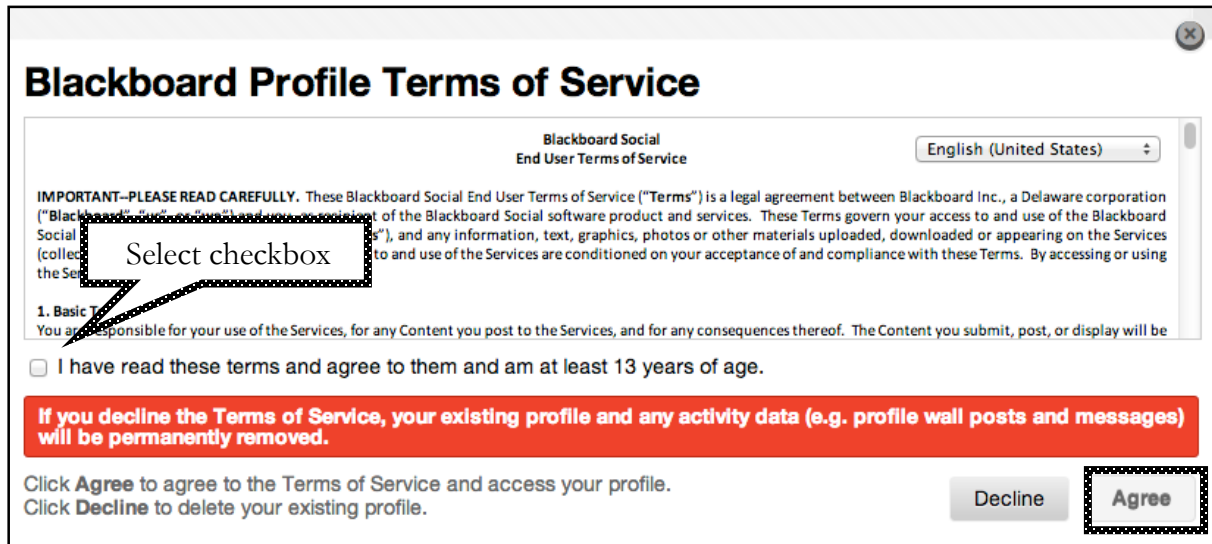
POSTING A PICTURE

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

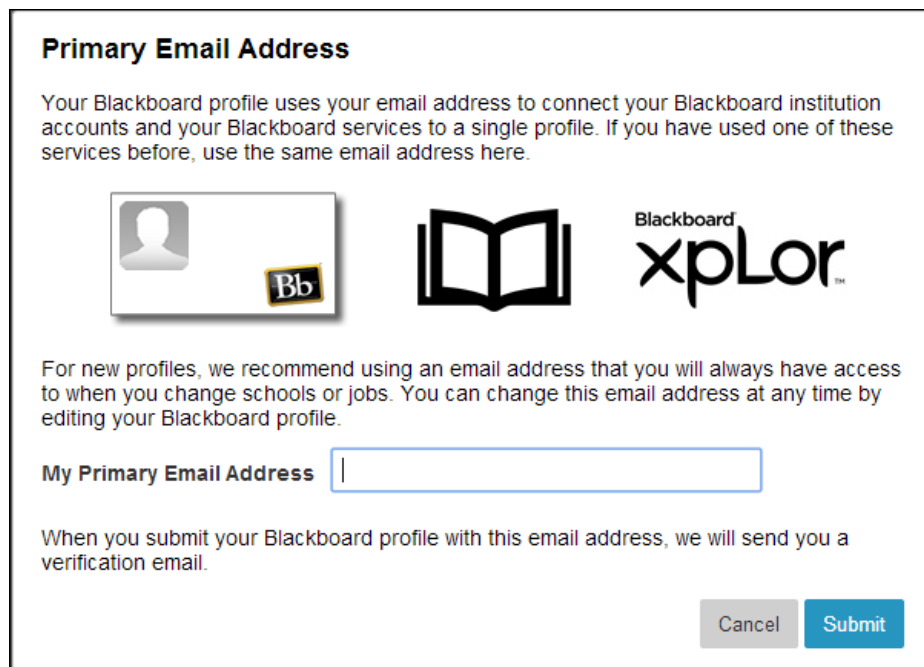
Create a Blackboard Profile

- step 1.* Login to SacCT (<http://www.csus.edu/sacct/>)
- 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**

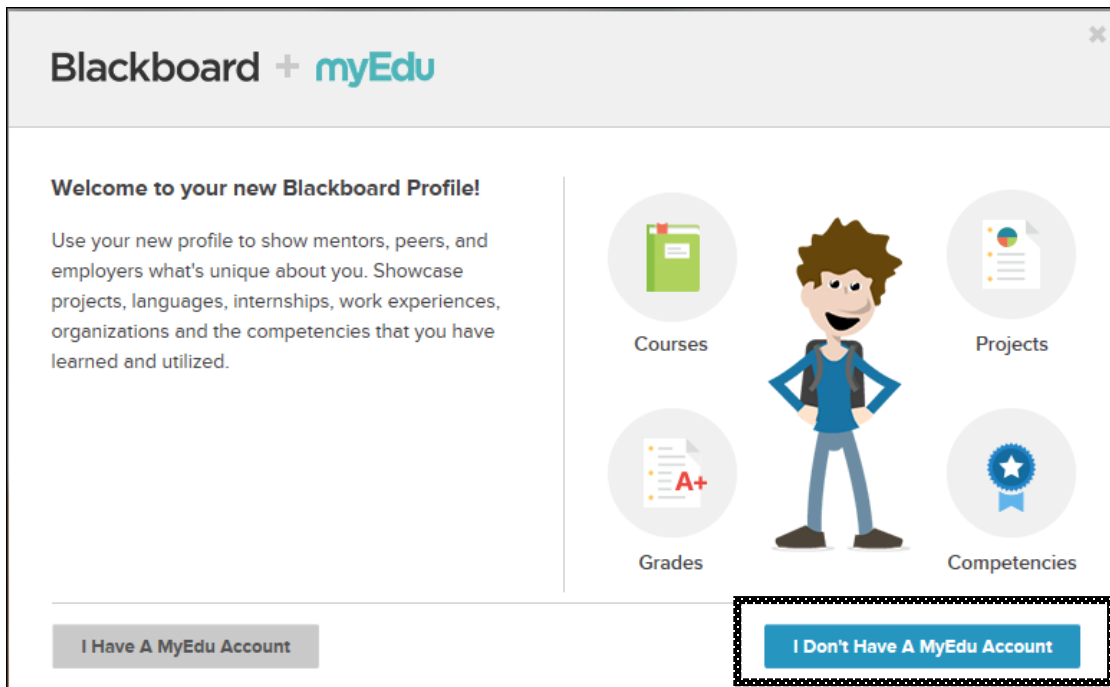




step 7. At the **Primary Email Address** prompt, type in an email address (i.e. Saclink email) that you would like to add to your profile and click Submit



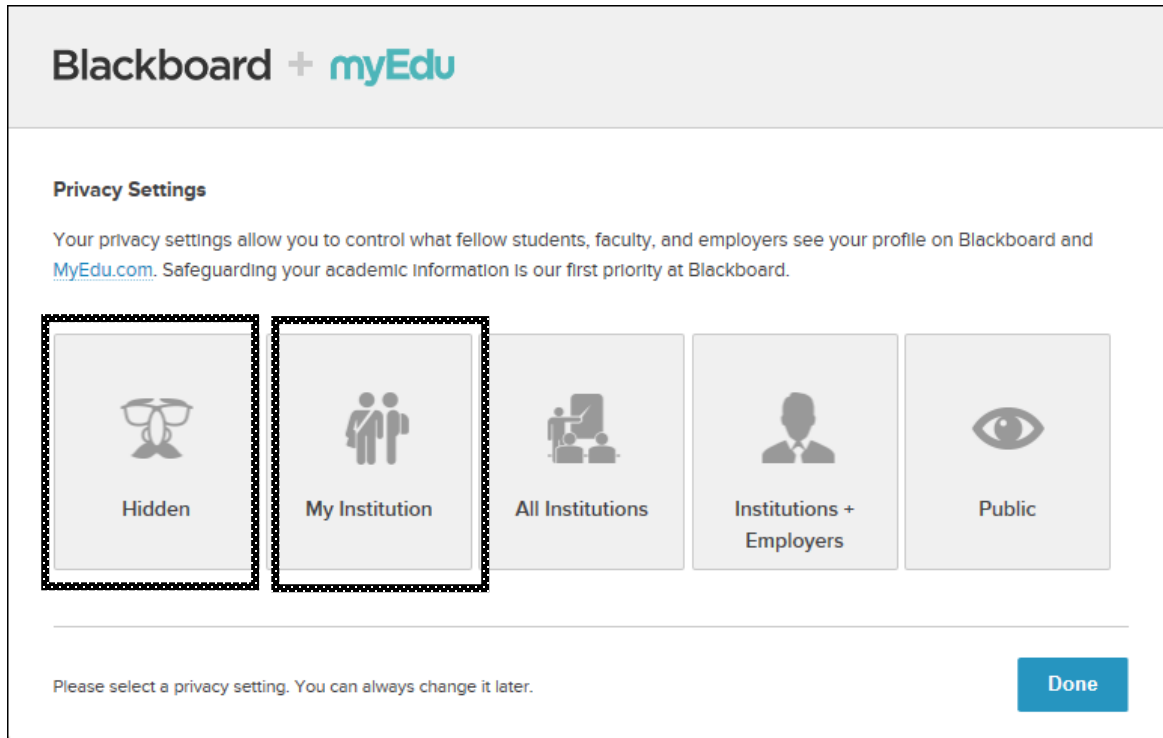
step 8. A Blackboard + myEdu prompt will display. Click **I Don't Have a MyEdu Account** button on bottom right



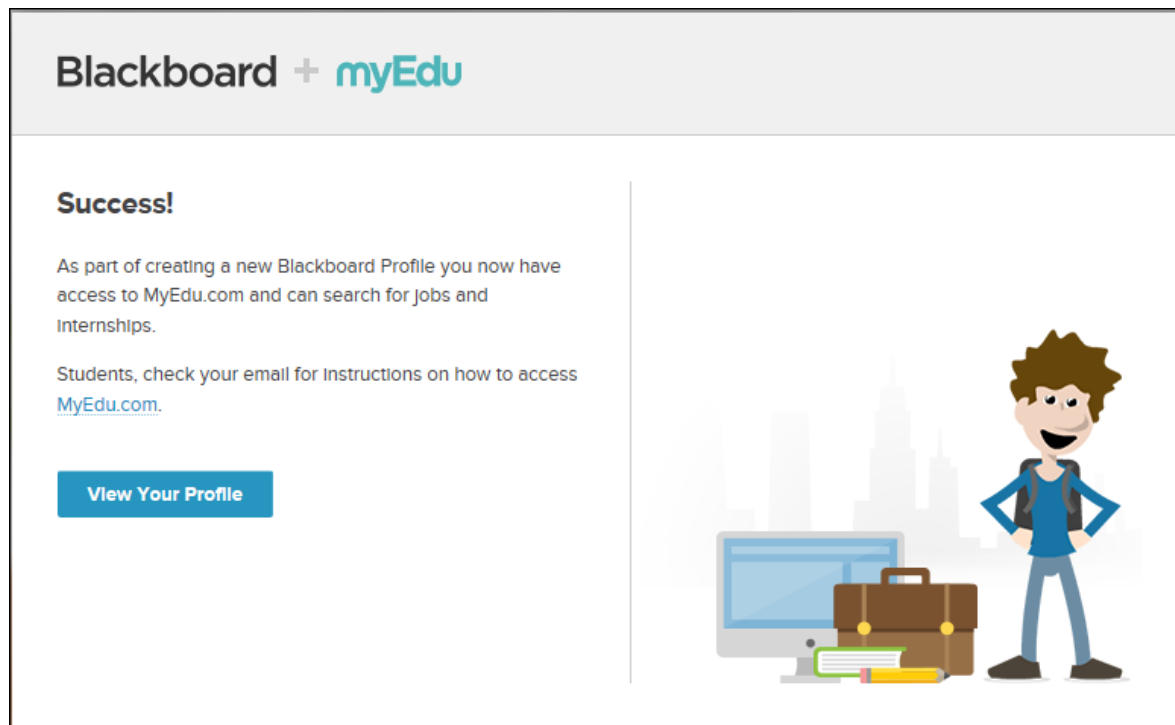
step 9. A **Let's get started** prompt will display.

- 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**.

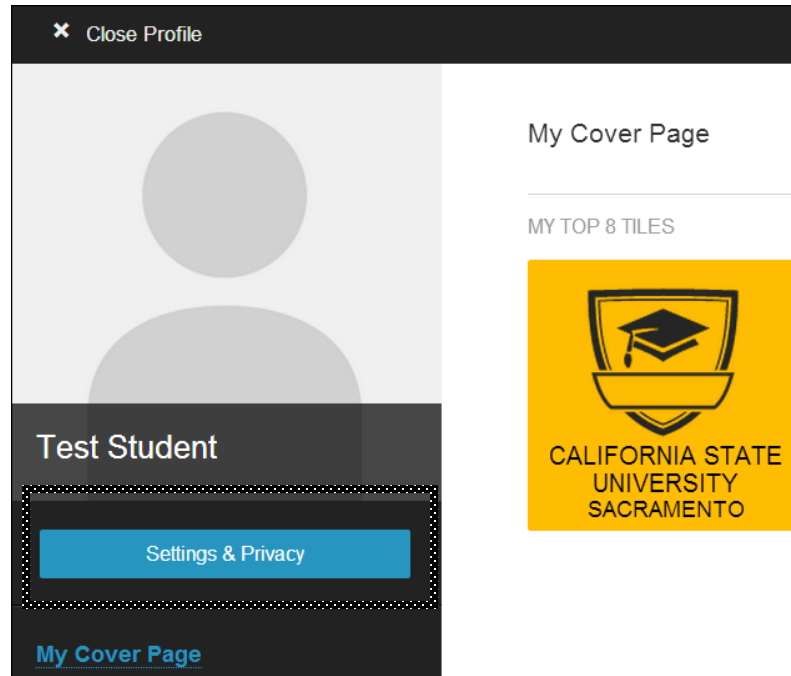


step 11. A Success prompt will display. Click **View your Profile**. You will be returned to the main **My SacCT** page.

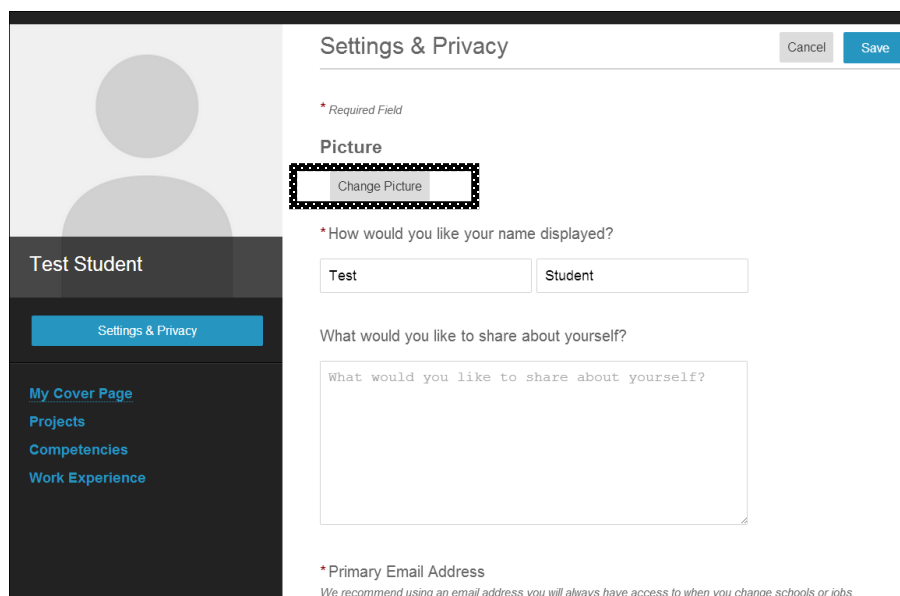


Add a Profile Picture

- 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

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

Upload New

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

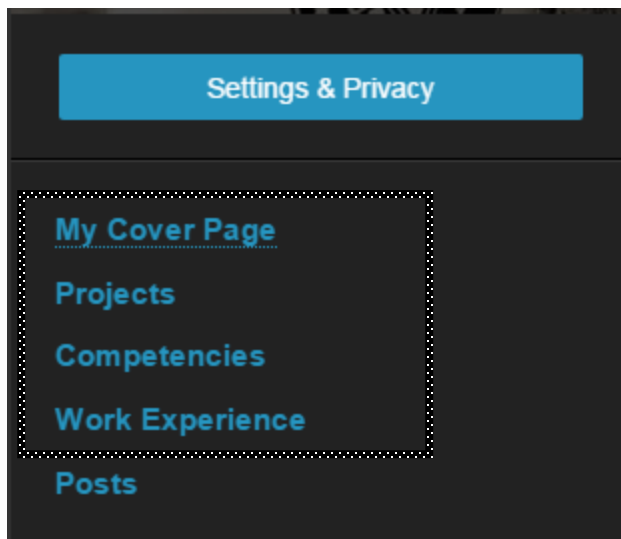
Choose which part of the picture...



Top Left(X)	62
Top Left(Y)	0
Width/Height	396

Cancel Save

step 9. Picture will now display on the Settings & Privacy page. Add additional information to your profile, if needed.

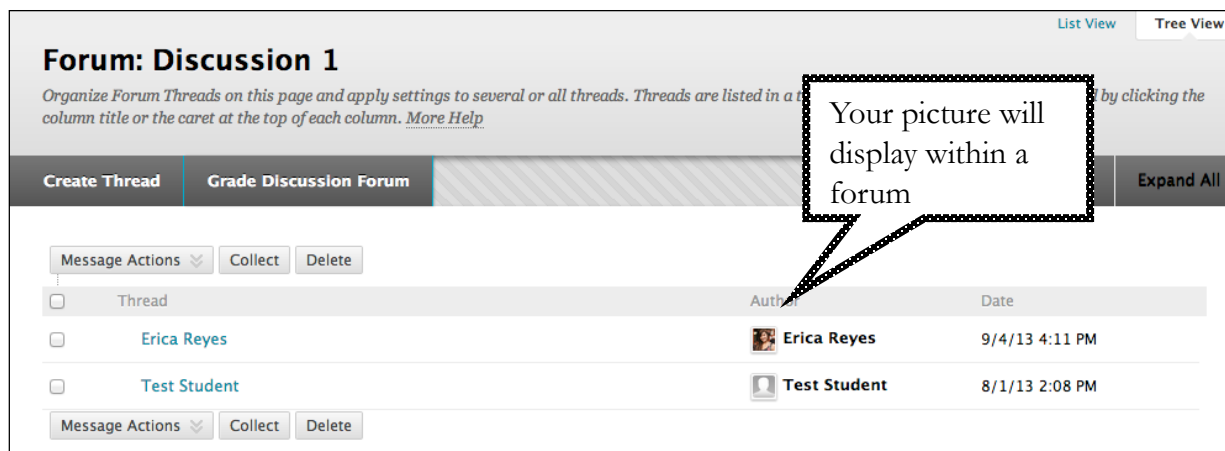


step 10. Click **Save** to save your picture and other profile information.

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.



Roster

View a list of users enrolled in the Course.

Search

Last Name 	First Name
 Dog	Goofy
 Dog	Pluto
 Duck	Donald
 Mouse	Mickey
 Mouse	Minnie

Your picture will also appear in the Roster tool next to your last name.