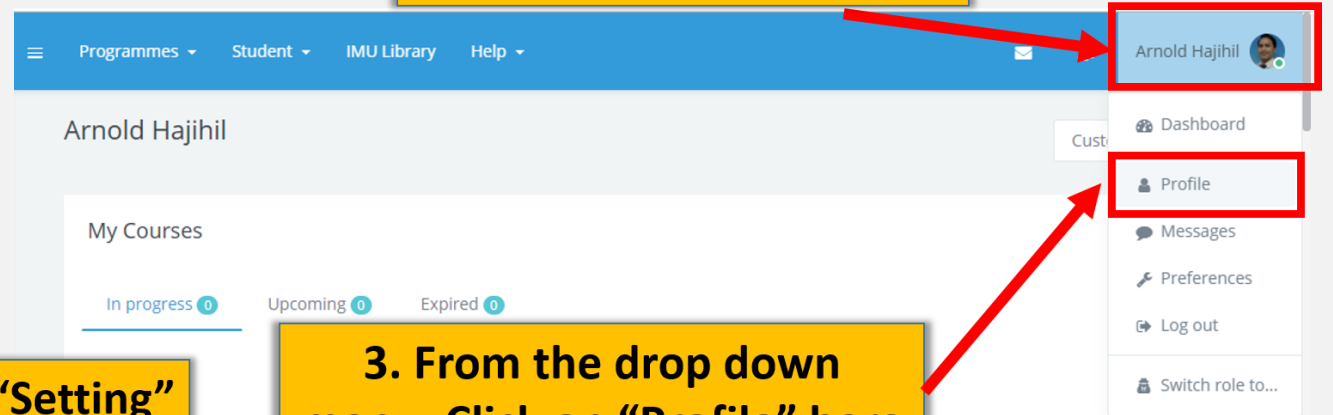# HOW TO CHANGE PROFILE PICTURE IN ODL PORTAL
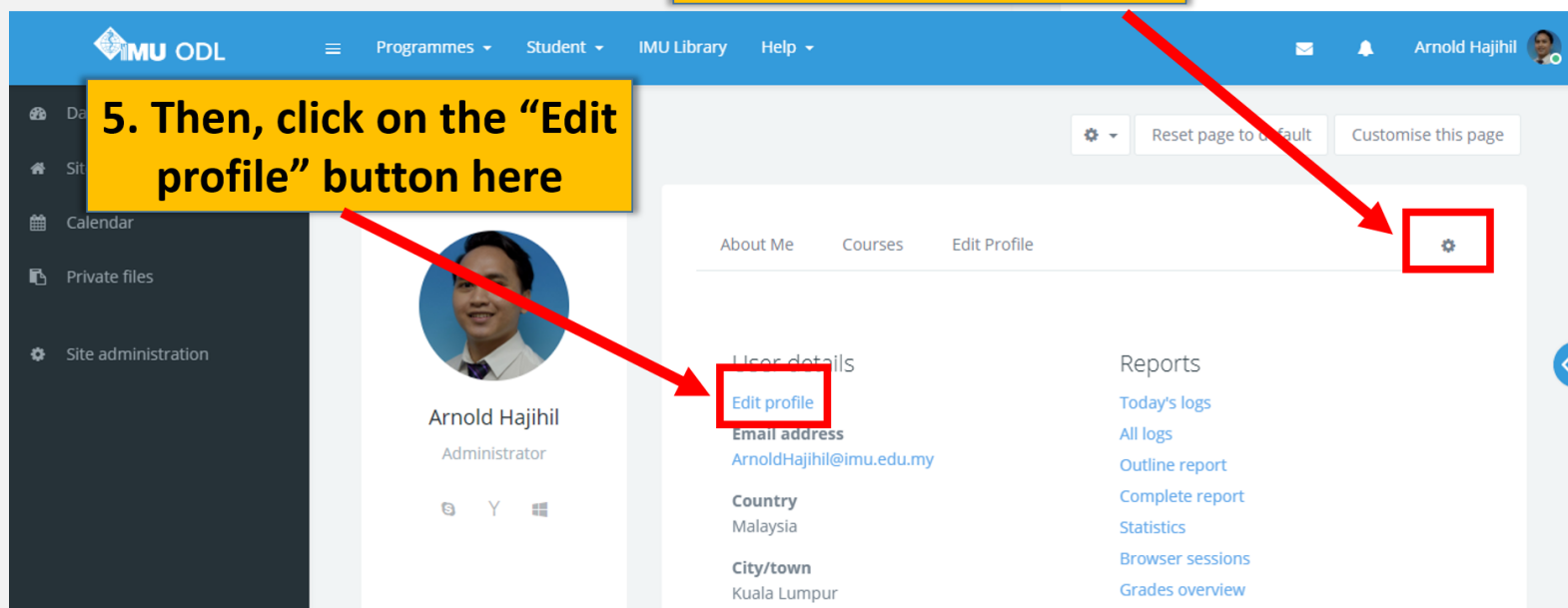
**1. Please log in to ODL portal as usual**

**2. Click on your Profile here.**
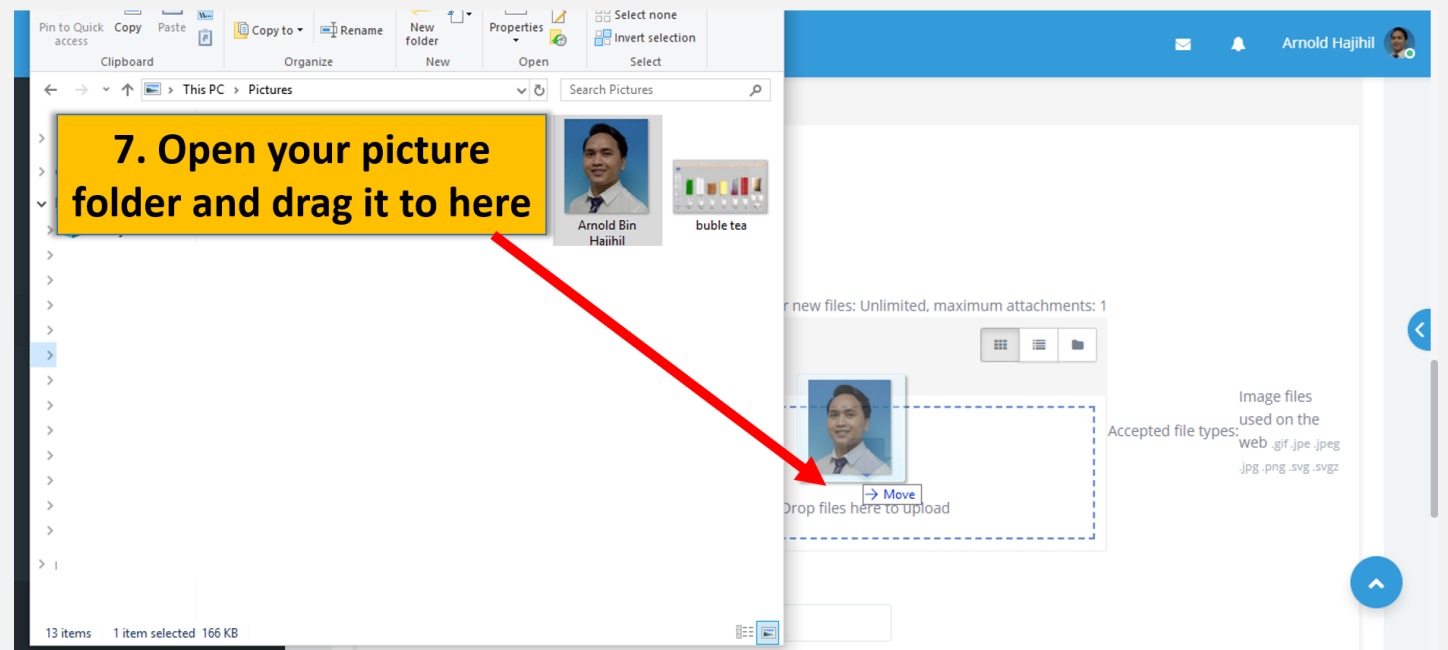
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My Courses

In progress 0  Upcoming 0  Expired 0

Dashboard
Profile
Messages
Preferences
Log out
Switch role to...

**4. Click on the "Setting" button here**

**3. From the drop down menu, Click on "Profile" here**

in progress courses

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**5. Then, click on the "Edit profile" button here**

Dashboard
Site
Calendar
Private files
Site administration

Reset page to default  Customise this page

About Me  Courses  Edit Profile

Arnold Hajihil
Administrator

User details
Edit profile
Email address
ArnoldHajihil@imu.edu.my
Country
Malaysia
City/town
Kuala Lumpur

Reports
Today's logs
All logs
Outline report
Complete report
Statistics
Browser sessions
Grades overview

**6. Scroll down to the "User Picture" section**

Pin to Quick access  Copy  Paste  Copy to  Rename  New folder  Properties  Select none  Invert selection
Clipboard  Organize  New  Open  Select

This PC > Pictures  Search Pictures

**7. Open your picture folder and drag it to here**

Arnold Bin Hajihil  buble tea

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r new files: Unlimited, maximum attachments: 1

Image files used on the
Accepted file types:  Web .gif .jpe .jpeg
.jpg .png .svg .svgz

→ Move
Drop files here to upload

13 items  1 item selected  166 KB

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Dashboard

**8. Your picture will appear here**

Maximum size for new files: Unlimited, maximum attachments: 1

Files

Private files

Site administration

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Image files used on the
Accepted file types:  web .gif .jpe .jpeg
.jpg .png .svg .svgz

Picture description

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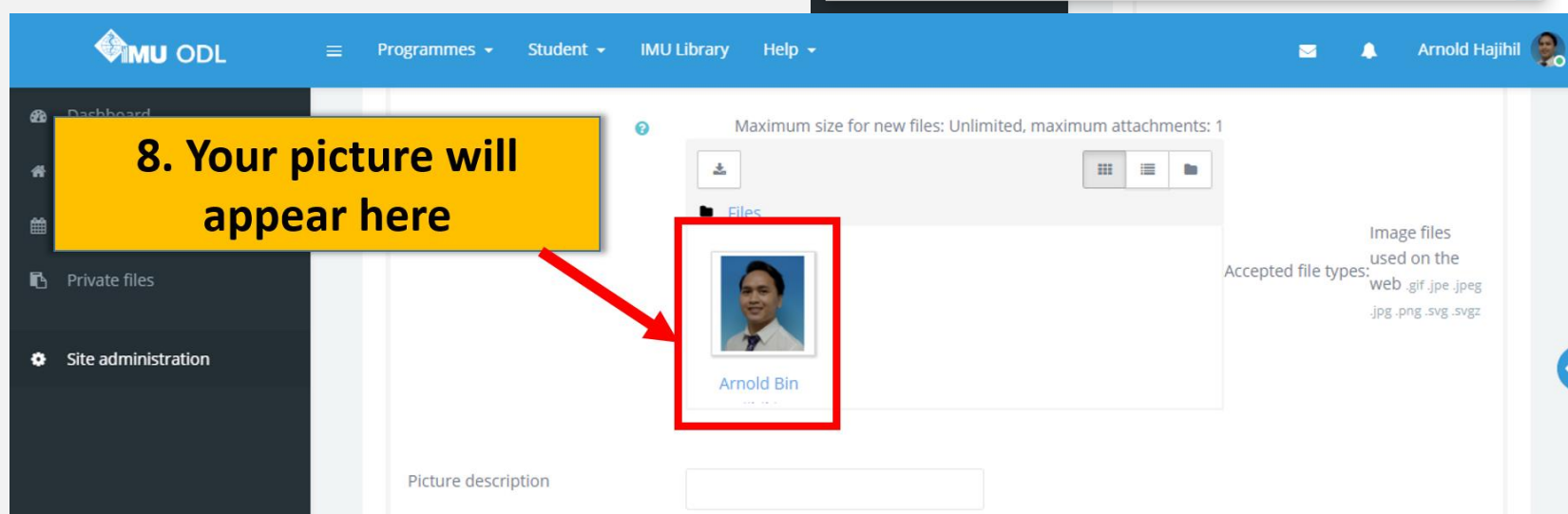
**9. Finally, click "Update profile" button at the bottom here**

Optional

Site administration

Other fields

Update profile  Cancel

There are required fields in this form marked ❶ .