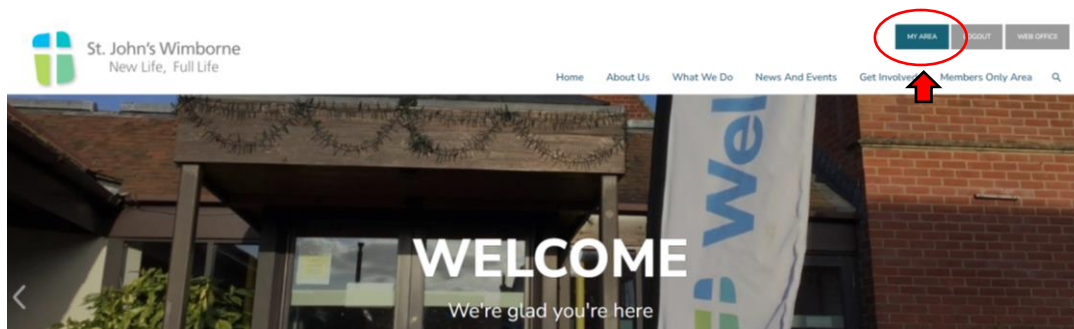


How To: Add a photo to your profile

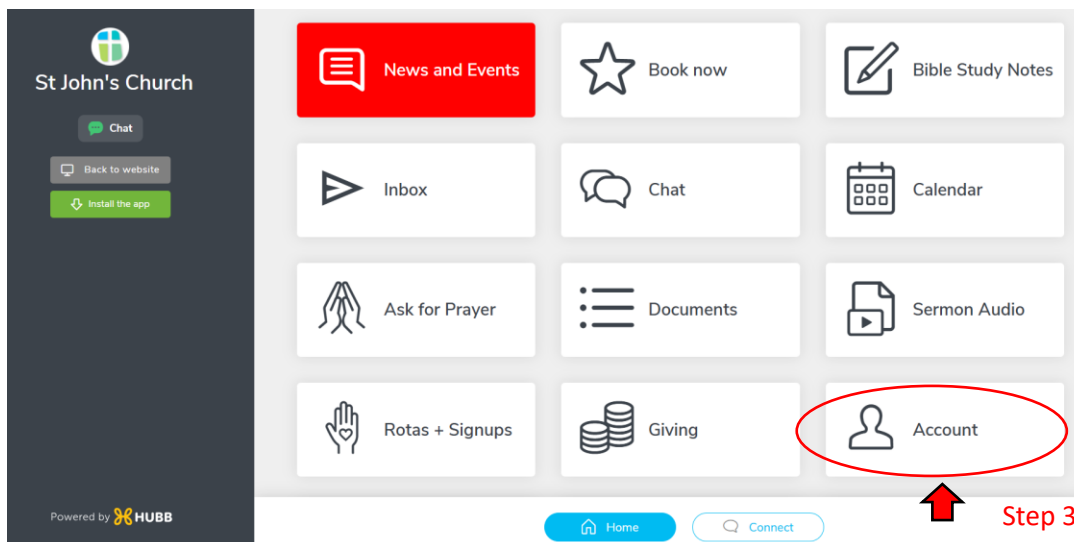
Step 1 - **Login** to the St John's Website with your username and password.



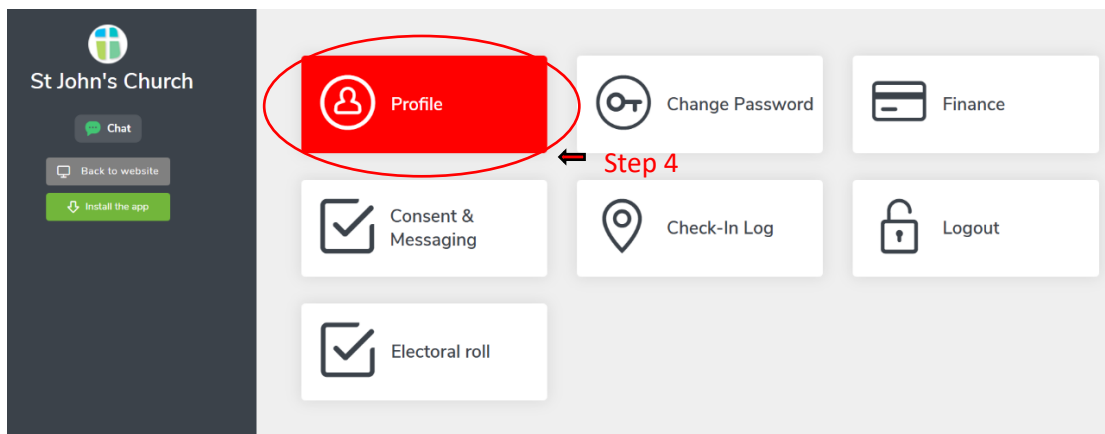
Step 2 – Click on the **My Area** button at the top right of the screen.



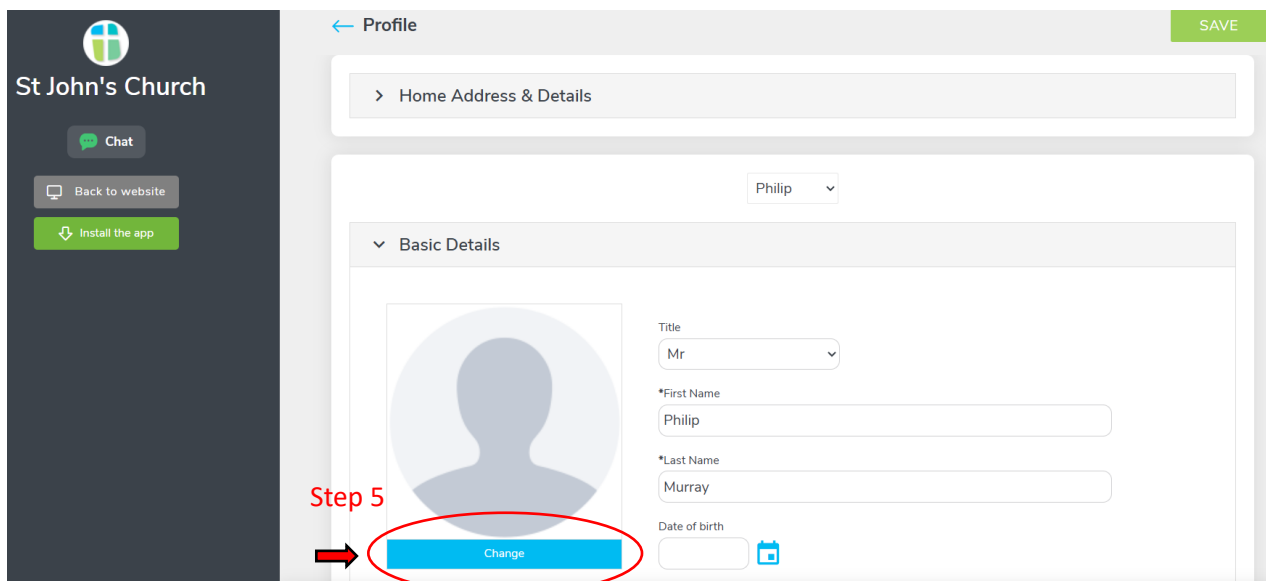
Step 3 – Click on the **Account** button.



Step 4 – Click on the **Profile** button.

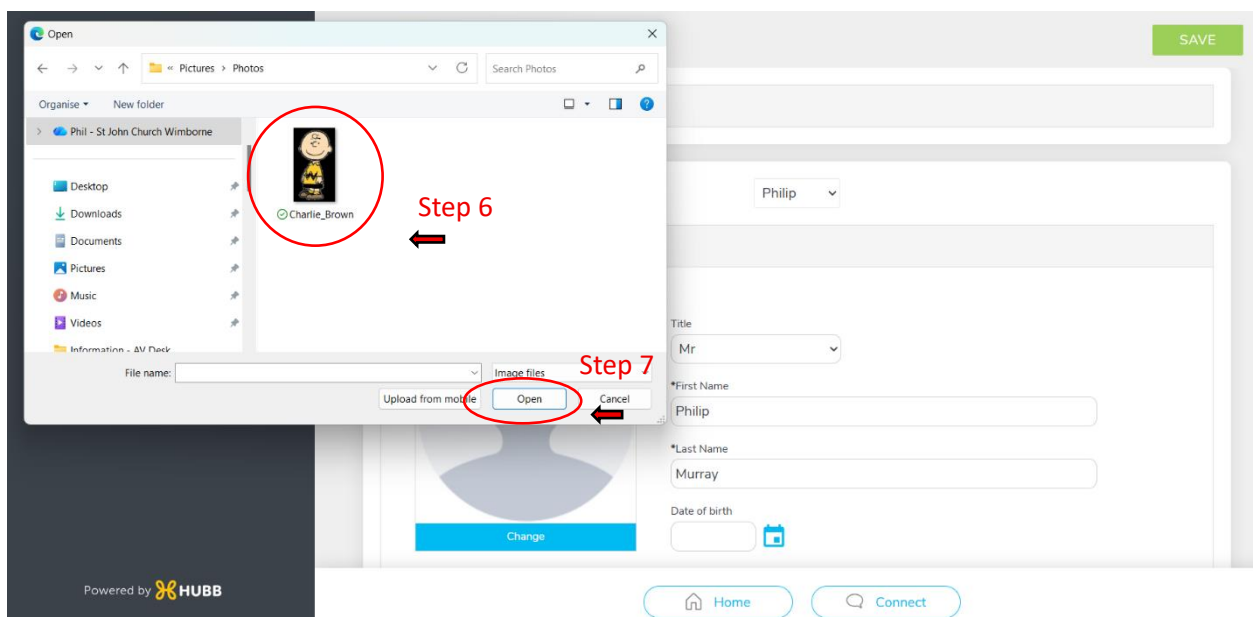


Step 5 – Select **Change** under the blank profile photo.



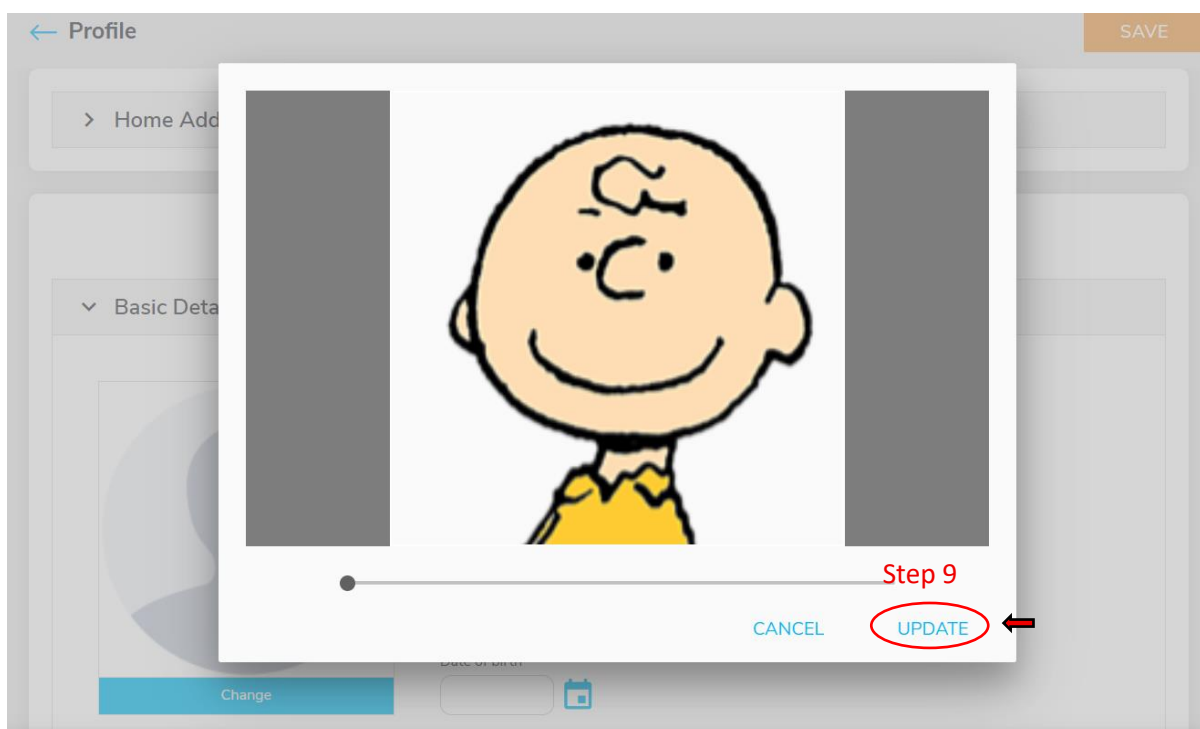
Step 6 – Search and select the photo you wish to add to your profile from your computer, laptop or phone.

Step 7 – Click on the **Open** button.



Step 8 – Make any necessary adjustments to centre the photo. Use the slider directly underneath the photo to zoom in or out.

Step 9 – When you are happy with your photo, click on **UPDATE**.



Step 10 – If you are happy with your profile photo, click **SAVE**. A request to enter your password will appear on the screen. Once entered, click save again.

