BUFFALO STATE
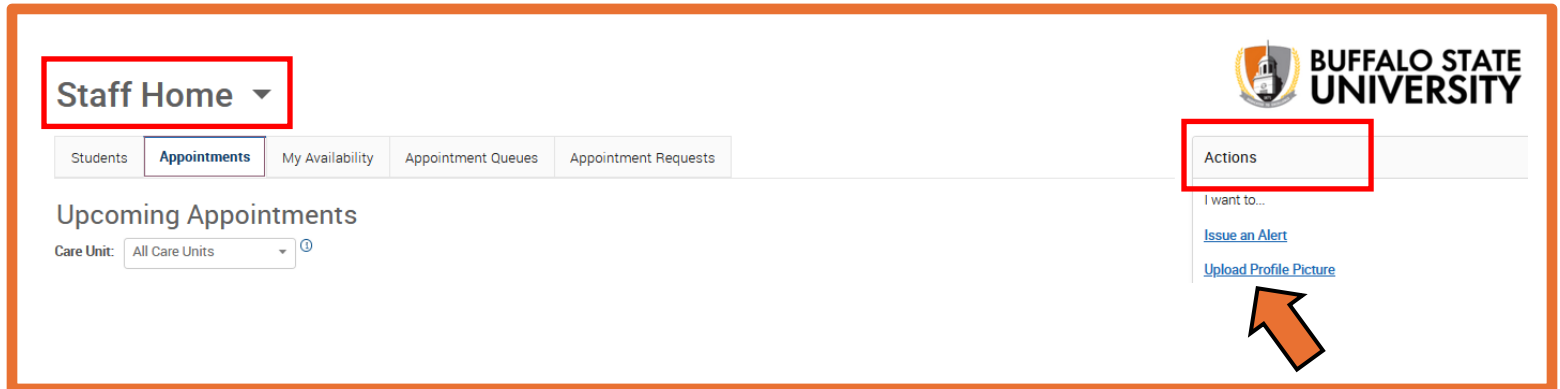The State University of New York } believe. inspire. achieve.

Navigate360

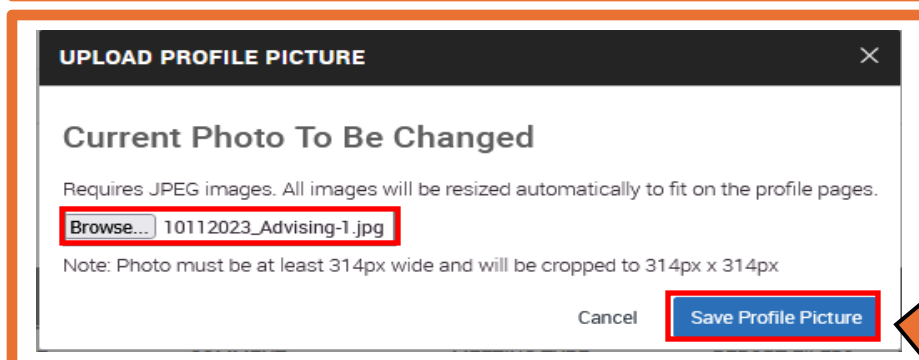# Navigate: How to Upload Your Profile Picture

Step 1: From your **Staff Home** page, click on the **Upload Profile Picture** link. The Upload Profile Picture link is on the right-hand side of the page under **Actions**.

Step 2: After clicking the **Upload Profile Picture** link, the **Upload Profile Picture** screen appears. Click the **Browse** button, locate your profile picture, double click it, and click the **Save Profile Picture** button.
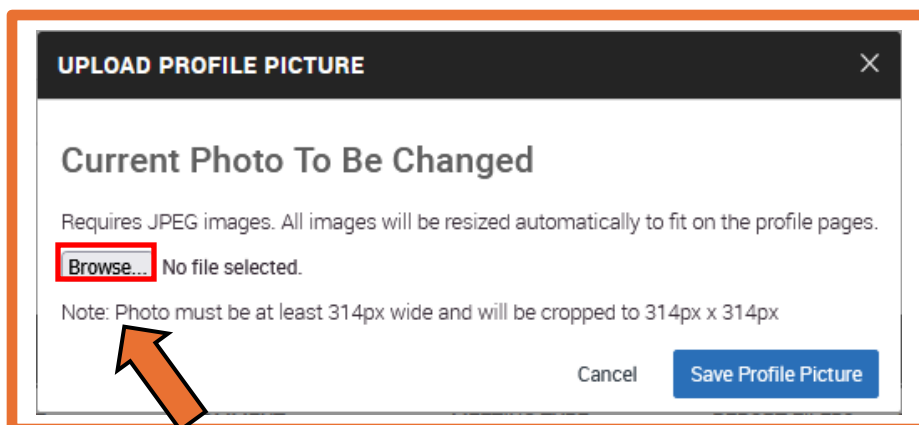
Note: Requires **JPEG images**. All images will be resized automatically to fit on the profile pages. Photo must be at least **314px wide** and will be cropped to 314px x 314px.

This document has been prepared by Bob Hudson, Assistant Director for Student Success Administrative Systems, Student Success & Retention **[Created 7/24/2025]**

Step 3: Your **Profile Picture** will appear on your **Staff Home** page.