

Instructions for uploading your picture to your profile.

Profile Screen

1. Prepare a digital photo and save it on your computer. **The size of the image must be less than 500Kb (.5Mb).** Images larger than this will not be uploaded. You will receive an error message telling you to use a smaller file. [Requirements](#)
2. After you login to your profile click the button under the blank photo image. Depending on your browser this button may be named Choose File or Browse. Select the photo that you saved on your computer. (Step 1)
3. Then click the Save Changes button to upload and save your photo. (Step 2)

The screenshot shows a profile editing interface. On the left, a 'NOTICE!' box states: 'Your picture should be passport size, about 200px wide and a maximum of 500KB. If it is larger than this you will receive an error and NOT be able to save your information!'. Below this, 'Photo Requirements' are listed: 'A photo meeting passport photo requirements. A color photograph shall not be more than six (6) months old, 2 by 2 inches overall (passport size), and with the face not less than 3/4 inches wide.' A 'Photo Tool' link is present above a 'Browse...' button. The main form contains fields for License No., Last Name, First Name, Maiden/Alias, Password, Informal name, Designation (set to 'Psy.D.'), and Job Title. A 'Place of Birth' field is also present. At the bottom, there are two 'Browse...' buttons for uploading a 'Government-issued form of photo identification' and a 'Current unrestricted license to practice psychology at a doctoral level'. Two black callout boxes with white text provide instructions: 'Step 1: Click to choose photo to upload.' with an arrow pointing to the 'Browse...' button, and 'Step 2: Click to upload and save the photo.' with an arrow pointing to the 'Save Changes' button. A 'Logout' button is in the top right corner.