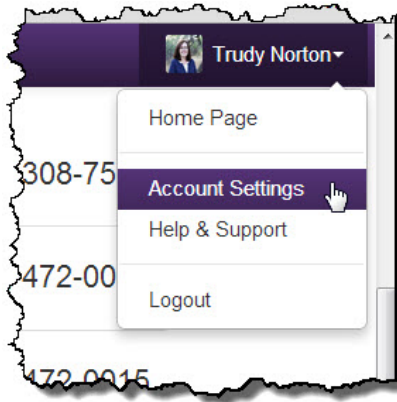


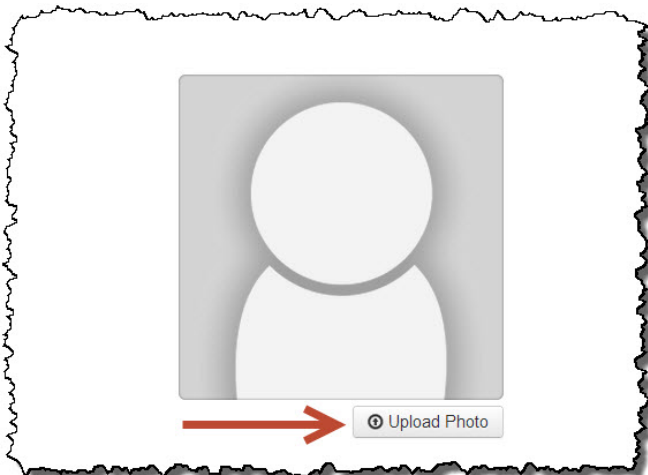
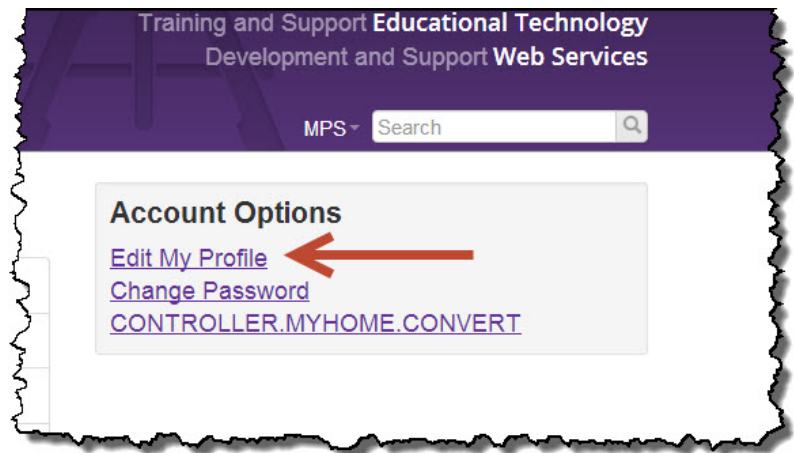
# Add Your Picture to your Architeck Account



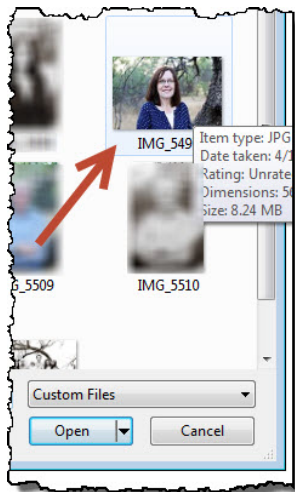
When you are logged in to Architeck, click on the drop-down next to your name in the upper right corner on the Architeck toolbar.

Select **“Account Settings.”**

Select **“Edit My Profile”**



Select **“Upload Photo”**

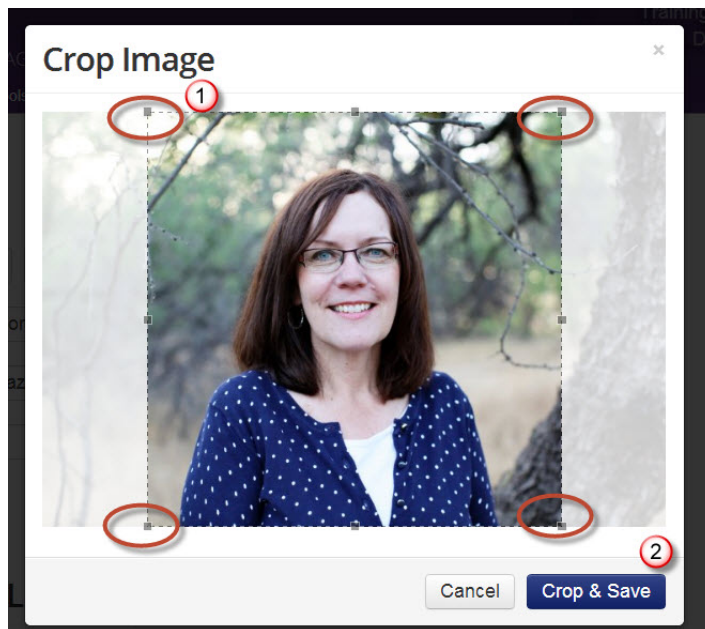


When you select “Upload Photo”, you will need to navigate to the photo which you have saved on your computer.

Double-click on the photo, or click once and then select “Open”

The picture must be square. Use the selection handles around the edges to crop the image the way you want the image to appear.

Select “Crop & Save”



Navigate to your staff page. When you click the arrow to the left of your name, your contact information opens. You will see your contact information along with your image.