Succeed Training – Uploading a Personal Avatar

You can personalise Succeed by uploading a photo of yourself. This will display as a small icon beside your name at the top of the Succeed page and beside any messages that you post in the Discussion room.

1. Log into Succeed and click on your name at the top right hand side of the page. (Figure 1)

2. In the drop down menu, click on **Settings** at the bottom of the menu. (Figure 2)
3. Next click on **Personal Information**. (Figure 3)

4. This takes you to the **Personal Information** page. Next click on **Personalize My Settings**. (Figure 4)

5. On the **Personalize My Settings** page click on the radio button to select **Use custom avatar image**. Then click on the **Browse My Computer** button to upload a photo of yourself from your computer. Navigate to the photo on your computer, select and click **Open**. Click the **Submit** button. (Figure 5)

   1. **Avatar image**

6. Repeat these steps if you would like to remove or change your Avatar photo.