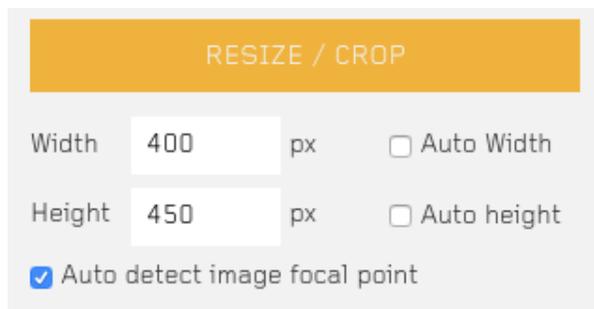


## How to Edit Profile Photos and Upload to WebCV

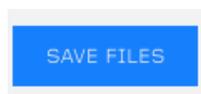
1. Go to <https://www.birme.net/>. This website will resize your photos with ease.
2. Drag and drop your image on to the website page.



3. On the right side of the screen, there should be a “Resize/Crop” section. Change width to 400 and height to 450.



4. When you look at your photo, you should now notice grey bars on either side. If you want, you can change what part of the image will be cropped by placing your mouse over the image, left clicking and moving the image to the desired area.
5. Once you are done with editing the image, click “Save Files”. This image will be downloaded to your computer.



6. Use the following file name convention. firstname-lastname-faculty/staff-year and rename your file. **Example: lee-augsburger-staff-2017**
7. Upload the photo to webCV.
  - a. Go to webcv, <https://apps.westga.edu/webcv/> and log in with your UWG credentials.
  - b. Go to myInfo, then to myBio. You should be on a page that looks like the one below. This is how to navigate to your profile from the home page.

**Update Bio (Lee Augsburger)**

Professional Profile

Hi, I work in UCM. End transmission.

NOTE: Profiles are limited to a maximum 11,000 characters in length.

Upload Photo/CV

**Profile Photo**  
 No file chosen  
 Recommended Photo Dimensions (W x H): 300 pixels x 400 pixels  
 Max File Size: 10MB

**Curriculum Vitae**  
 No file chosen  
 Curriculum Vitae  
 Max File Size: 10MB

**Social Media Links**

Facebook

Twitter

LinkedIn

- c. If you wish to view all faculty and or staff in a particular department, go to Admin, then all Faculty and Staff from the homepage.
- d. At the bottom of this page, you should see a Department drop-down box, select the department you are looking for and click list people to the right. You should now see a list of people from that department. Simply click Bio next to their name at this point.

Division  Department  Active

Input search value..

List People

- e. Click on Choose File under Profile Photo and pick the image you wish to upload. Don't listen to the recommended image dimensions, they lie. Your image may look slightly squished, but that is fine. It will look fine in the OU Campus. If you follow these dimensions, your image will look stretched in OU Campus. See the below

example.

**Webcv**



**Current Photo**

**OU Campus**



**Gary Leftwich**  
Director of Strategic

- f. Click submit in the bottom right corner of the page.
  
8. Go to the profile page on the UWG site to see how their profile picture looks. If it looks good, you are done. If it looks a bit off (stretched or squished), repeat all the steps in this guide until you are satisfied.