
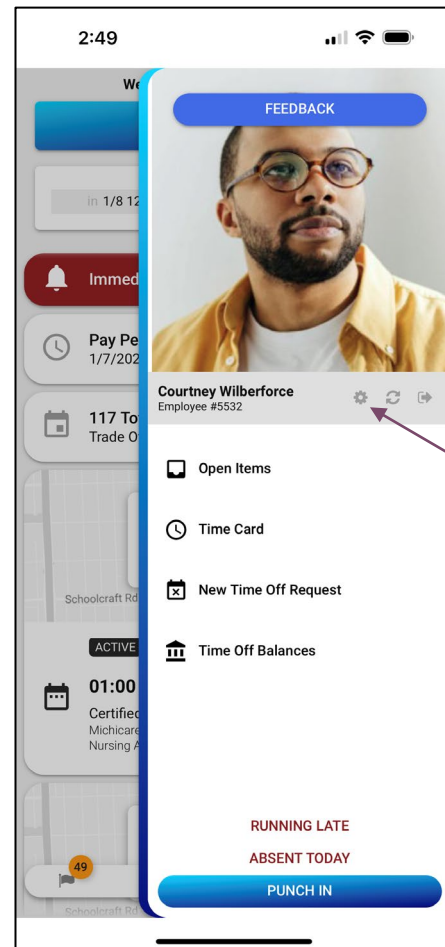
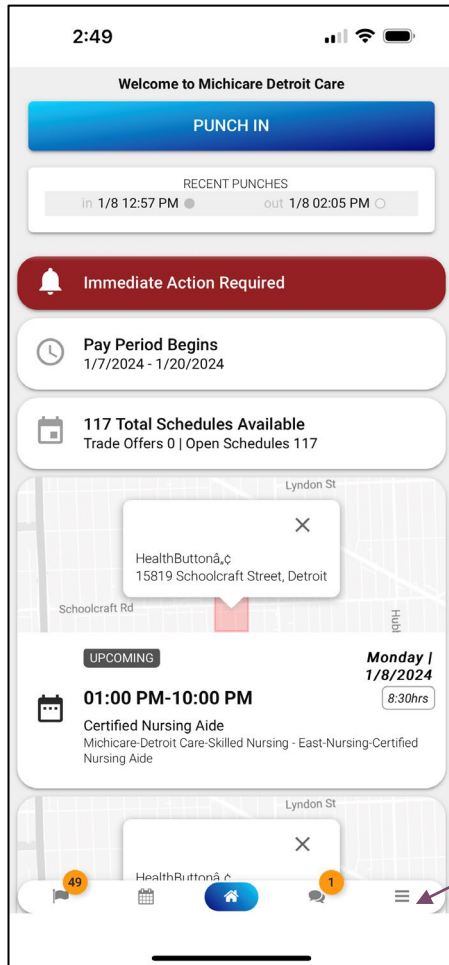


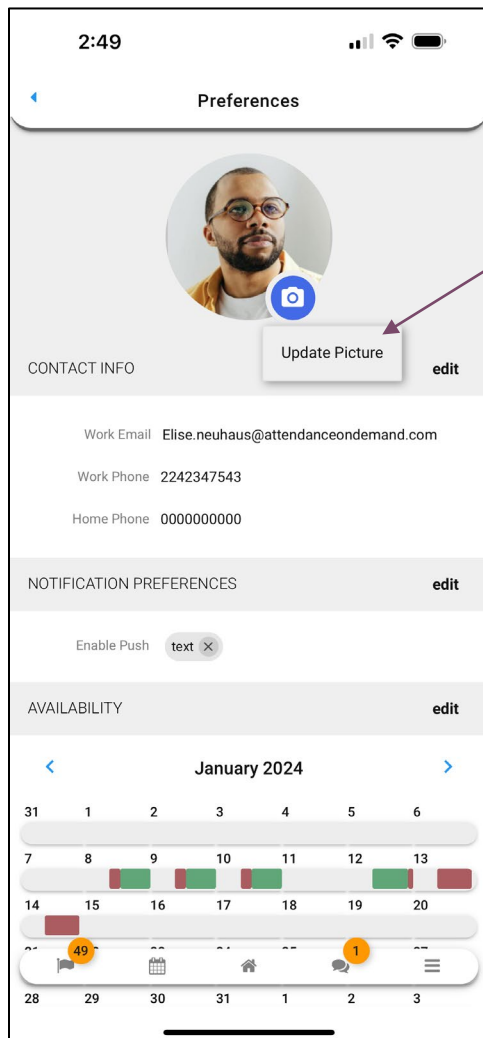


Changing Your Profile Picture

You can change your My Attendance Manager profile picture in the application's Preferences screen. To access the Preferences screen, tap the menu button in the home screen and tap the Preference Settings button  in the employee panel.

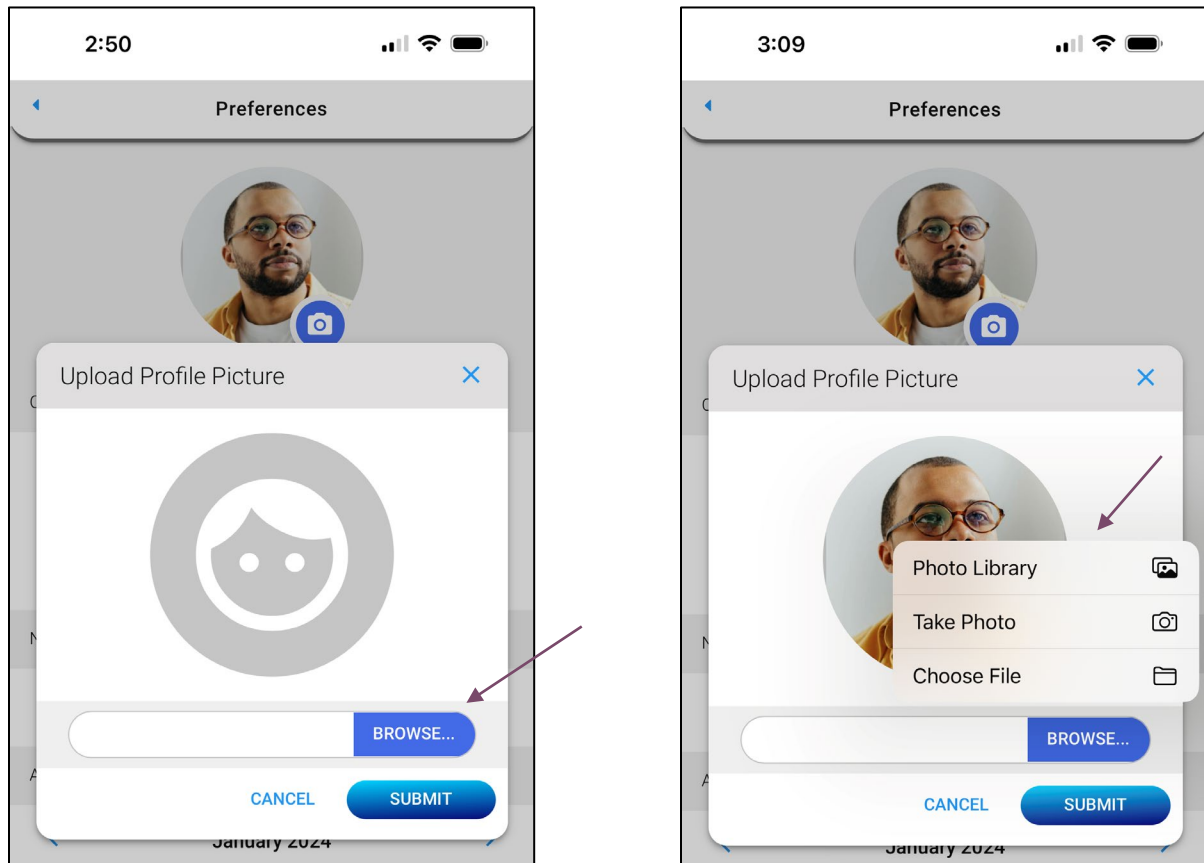


In the Preferences screen tap the camera icon  on your picture and tap **Update Picture**.

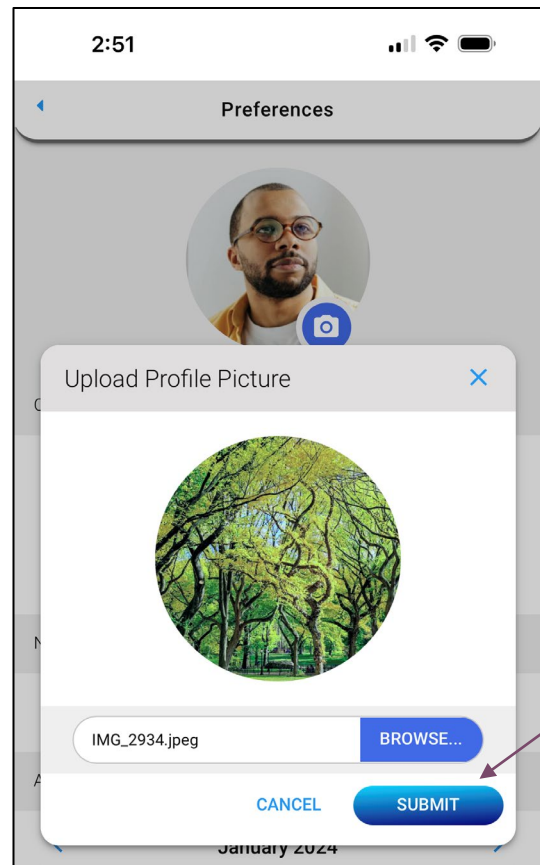
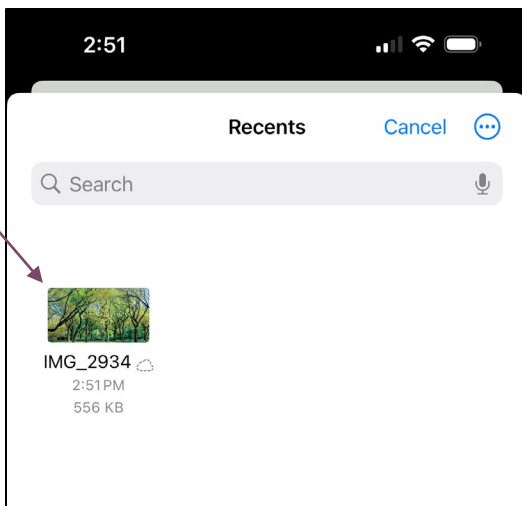


Tap the Browse button to upload a file. Select one of three options for selecting a file:

- **Photo Library** – This option opens the photo library on your device.
- **Take Photo** – This option opens the camera to take a picture and prompts you to upload the picture or retake the picture.
- **Choose File** – This option opens a search window to locate a file.



Your selected file or photo will appear in the Upload Profile Picture screen. Tap the Submit button to save your new picture.



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