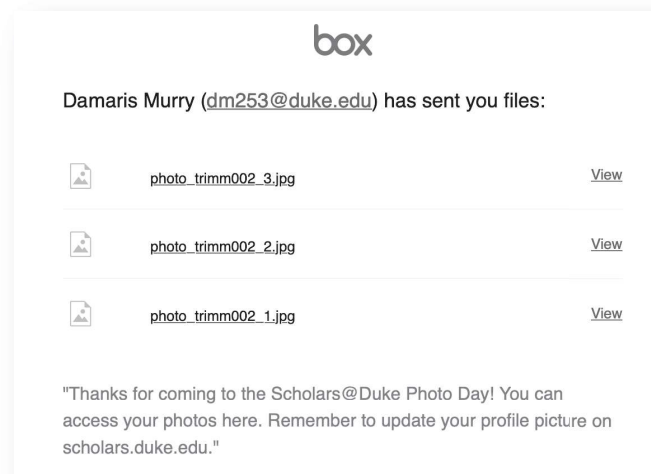


ACCESS YOUR PHOTO FROM SCHOLARS PHOTO DAY

1

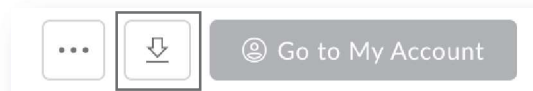
When your photos become available in a few weeks, you'll receive an email from Duke Box like this:



Click **View** to open the image in Duke Box. You may be asked to sign in with your NetID and password.

2

In the top right corner above your photo, click the **Download** icon to save the image to your device. Note the save location of your picture so you can easily access it later.



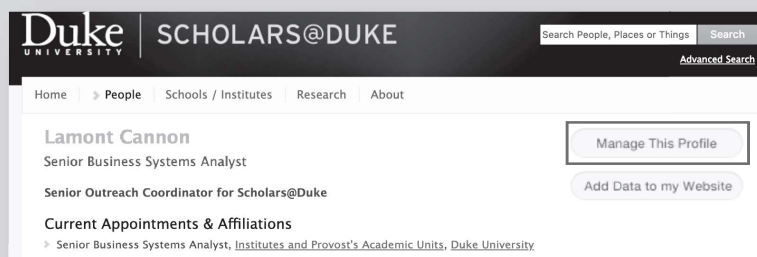
Note: If you cannot locate the email that contains the link to your photos, please contact your power user. Visit **about.scholars.duke.edu/locate-power-user** for more information about power users.

UPLOAD YOUR PHOTO TO SCHOLARS@DUKE

Be sure to download your photos from Duke Box before following these steps.

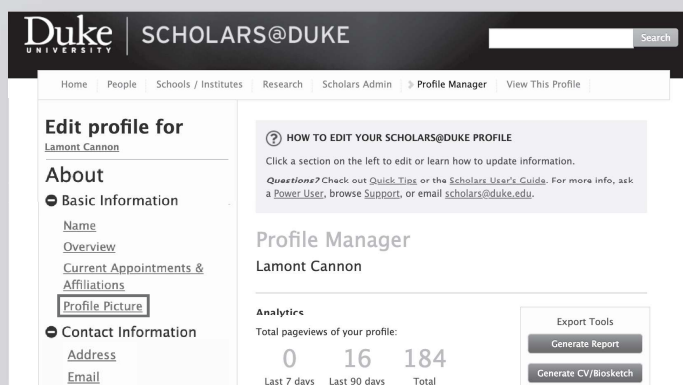
1

Go to **www.scholars.duke.edu** and search for your profile. Click **Manage This Profile** to enter the Profile Manager.



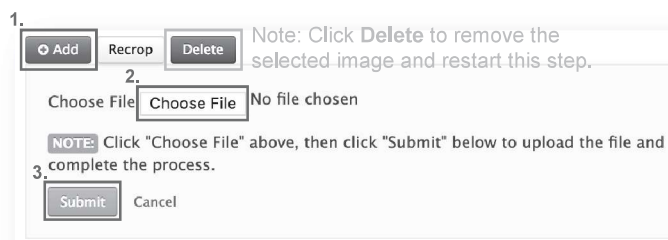
2

In the Edit Profile column on the left, click **Profile Picture**.



3

Click **Add** and then **Choose File** to open a new window. Browse your files to find your desired picture. Select the picture and then click **Submit**.



4

Optional: Crop your photo by adjusting the handles along the edges of the picture. Click **Save**.

