



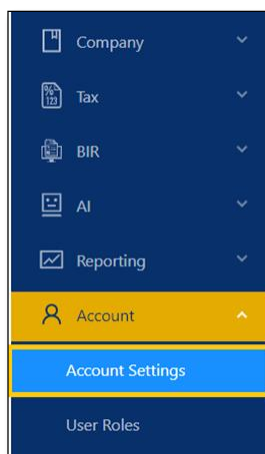
How to Change Account Avatar

Overview:

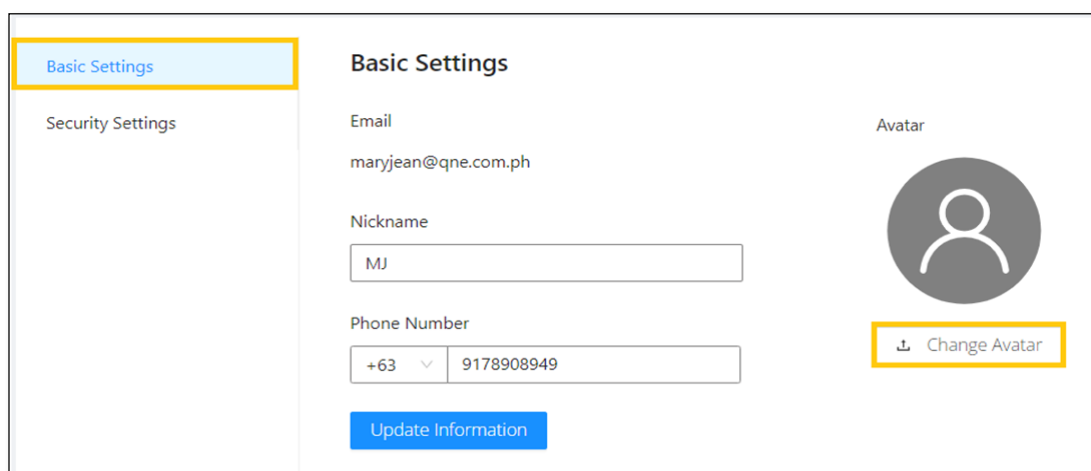
Every user in the system can upload their avatar in Account Settings, and this avatar serves as their account's display picture.

Procedure:

1. In **Navigation Pane**, go to **Account > Account Settings**

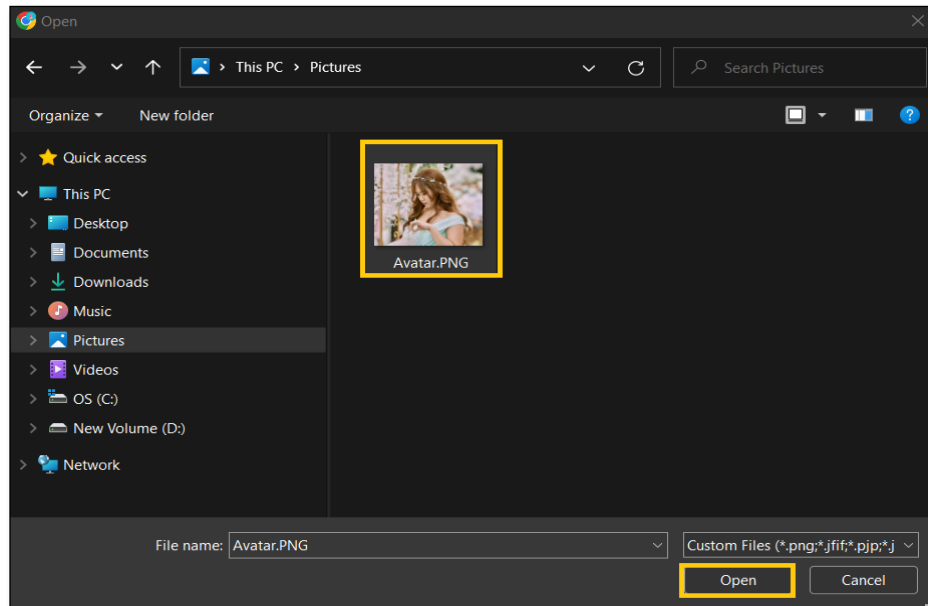


2. Under **Basic Settings**, click **Change Avatar**



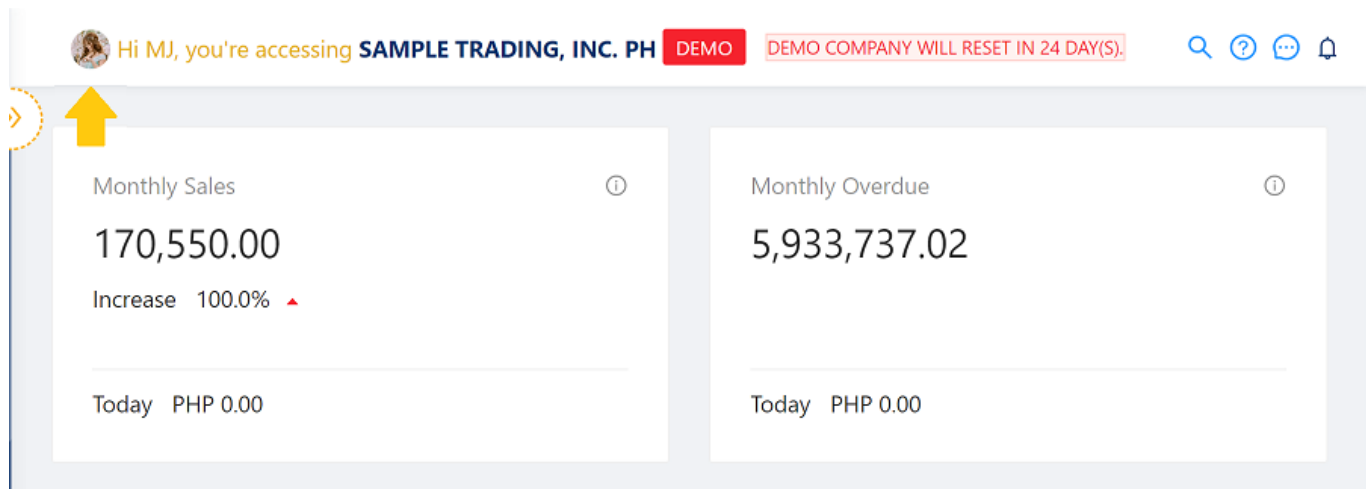
The screenshot shows the 'Basic Settings' page. On the left, there is a sidebar with 'Basic Settings' and 'Security Settings'. The 'Basic Settings' section contains fields for Email (maryjean@qne.com.ph), Nickname (MJ), and Phone Number (+63 9178908949). At the bottom of this section is an 'Update Information' button. On the right side of the page, there is an 'Avatar' section with a placeholder image and a 'Change Avatar' button, which is highlighted with a yellow box.

3. The system will let you select a single image file. Once selected, click **Open**.



Application:

Avatar is now updated and can be seen in the account photo.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>