Access Liverpool Life:

https://liverpool-life.liv.ac.uk

From the Home tab locate the **Personal Information** portlet.

Click on the down arrow that appears next to the **Submit** button to view the various options.
Highlight ‘Upload your Picture’ and click **Submit**

Review the text to ensure that you are uploading an image that satisfies the requirements. Click on ‘**Browse**’ to locate your image and, finally, click on ‘**Upload Picture**’.