

1. Locate the navigation bar at the top of the screen and select your name on the right.
2. It will provide a drop-down list as shown in Figure 1. Select "Profile".
3. Your profile, shown in Figure 2, is pulled from your employee information in Banner. It provides your Virginia Tech email address, your job location, your Virginia Tech ID number, and your position details which include your job title, type of employment, senior management area, department, organization, and your supervisor and next-level supervisor's name and position title.


FIGURE 1.



Logout

FIGURE 2.

## Profile



**Sarah Dreier-Kasik**

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sdreier@vt.edu

Virginia, United States

Employee No.: 90XXXXXXX

[Edit picture](#)

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### Position details

**Position title:**  
Lecturer Prof CY

**Work type:**  
Administrative & Professional

**Senior management :**  
VP of Human Resources

**Department:**  
VP-Human Resources

**Organization:**  
025800-VP-Human Resources

**Reporting to:**  
Lecturer Prof CY - Marsha McKay

**1-up manager:**  
Lecturer Prof CY - Susan Hughes


## Change your profile picture



Change your profile picture to a work-appropriate photo that shows your Hokie Spirit!

FIGURE 3.


**Profile picture**


 Upload file (Upload JPEG image only)

Submit
Back

1. To edit your profile picture, select "Edit picture" listed below Employee No.
2. Select "Upload file" as shown in Figure 3.
3. Select a JPEG image from your computer files and select "Open".
4. Select "Submit".

FIGURE 4.



Upload file (Upload JPEG image only)

To change the profile photo after a selection, choose "Remove photo" to edit your profile picture as shown in Figure 4.

[Remove photo](#)
Submit
Back

