

# How to change my picture in My HR Services

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### INTRODUCTION

Let's say that you are invited to a meeting, and you want to know who are the people that will be joining. It would be funny if all the pictures were of animals, nature, cartoons... but in the end, it would not help you.

A **professional picture** has a huge impact in someone's first impression. It doesn't have to be boring, of course, but it must show who you are, like a brand.

When it comes to having your picture in the organizational charts, or your google email, the keyword here is **PROFESSIONAL**. It should be a portrait of you, and **not** pets, children or objects (let's save those for other social networks). Take off your mask and show the company your big smile!

**To sum up, the photo should be of you and only you**, as you would come to work. And remember, it's available for everyone at the company to see.

*Need some tips on how to have a great profile picture? Check [this video](#).*

### But... What if you don't like pictures?

Well, let's go to **option B**: Keep the avatar as is.

**Below you can find the steps you need to follow** if you want to change your picture/avatar.

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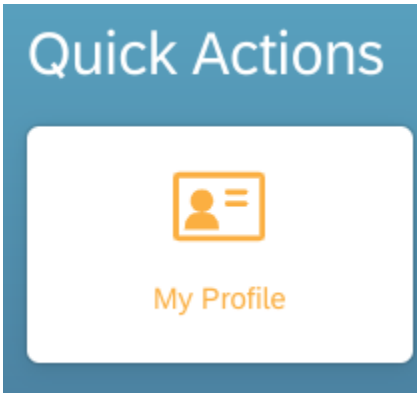
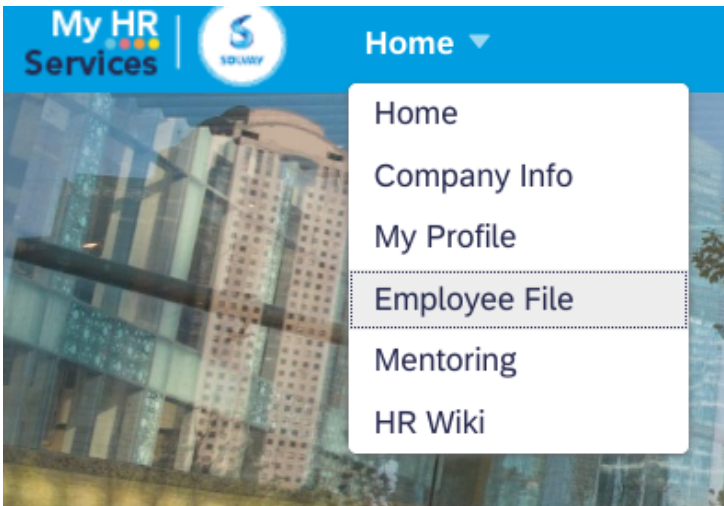
## HOW TO UPLOAD/CHANGE YOUR PICTURE

Step-by-step instructions in the expand below:

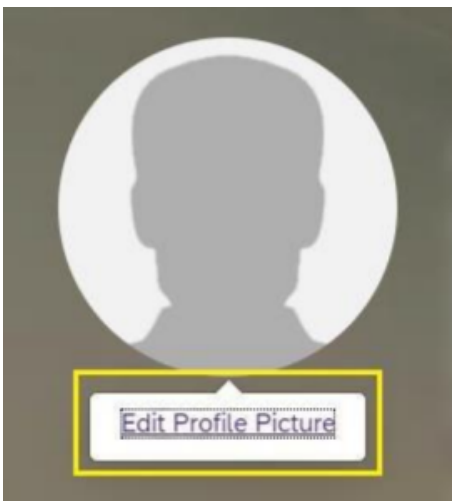
- **Step one: Go to Syensqo ONE and click on the 'My HR Services' tile**



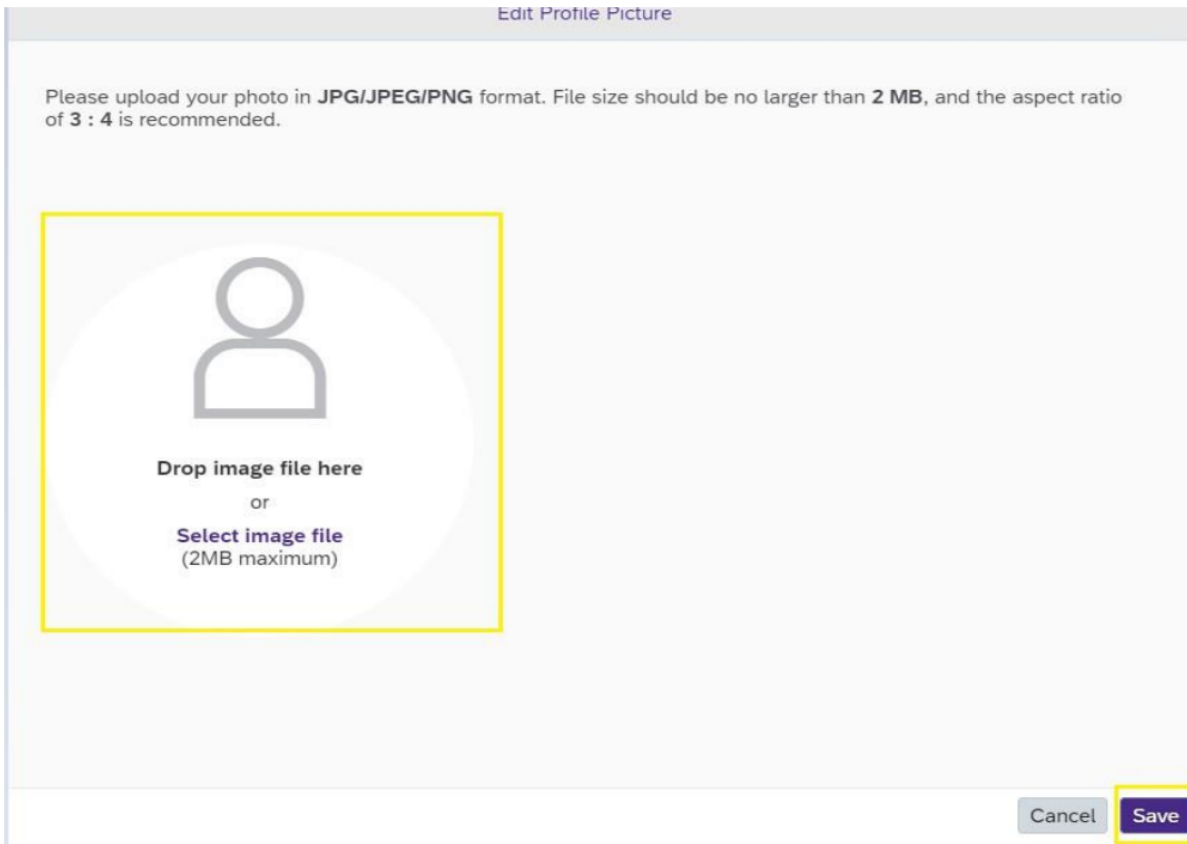
- **Step two: Click on 'Home' and select 'My Employee File' or you can directly access 'My Profile' on the homepage**



- Step three: Now place your mouse cursor over the picture, there will be 'Edit Profile Picture' message pop up, Click on it.



- Step four: Select your profile picture and Save



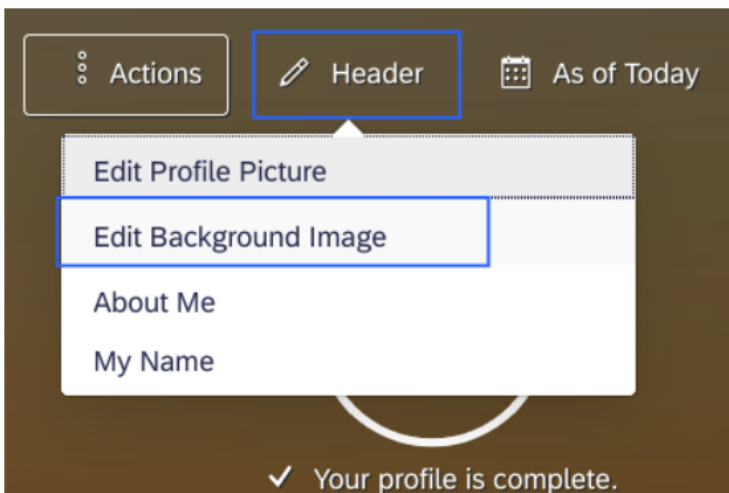
Now, the picture will be available on your Employee Profile.

## UPLOAD A PICTURE TO YOUR PROFILE HEADER

You can also edit your background profile image!

Would you like to personalize a little more your profile? It's possible by editing your background. Please remember that your profile is available for any Syensqo employee, so choose wisely.

- In the top right corner of your screen click on "Header" and click on "Edit Background image":



- You can choose to upload from an Image Library such as the [Syensqo's Library](#) (make sure you have your VPN connection on) or Upload from your drive (just make sure not to upload any internet pictures for intellectual property reasons).
- Click "Save" to implement the change.

### Edit Background Image

Please upload your background image in **JPG/JPEG/PNG** format. File size should be no larger than **2 MB**, and the aspect ratio of **5:3** is recommended.

Upload an Image

Choose from Image Library

Drop image file here  
or  
[Select image file](#)  
(2MB maximum)

Close

Save



71 Images



Close

OK

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#### Video Tutorials

- [How to take a great profile photo](#)

#### Further reading material

- [My Personal Information in My HR Services](#)
- [My Employee File in My HR Services](#)