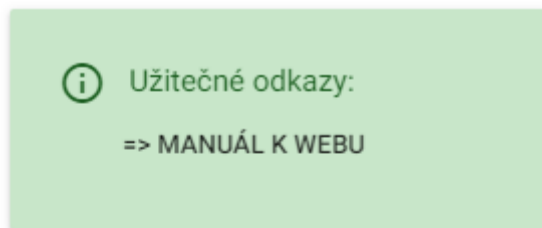


- prepare a photo – 3:4 ratio, at least 150 x 200 pixels (e.g. your SIS profile picture)
- go to <https://natur.cuni.cz/>
- log in (upper right corner)
- click the „edit page“ button next to your name



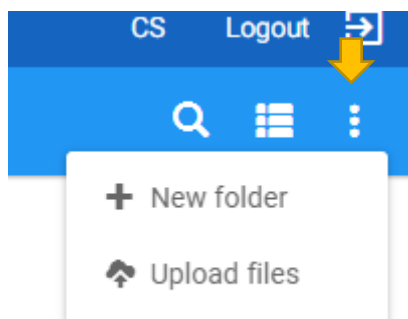
- ignore the red banner about web node rights
- in the left menu, choose „File management“ and then „My files“



#### Main service

- Home
- Personal info - Profile
- System management
- Security
- File management
- Web

- click the three dots in the upper right corner and choose „upload files“



- click „select files“, choose the profile photo and click „upload“
- in the left menu, click „Personal info – Profile“

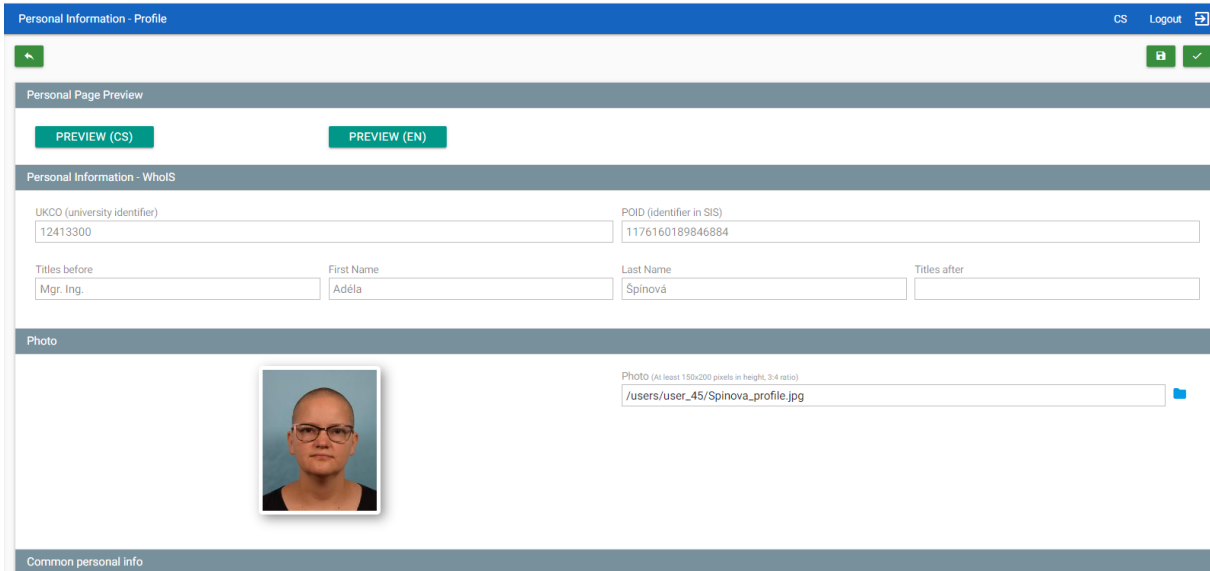
- in the „photo“ section click the blue folder next to the empty frame

Photo (At least 150x200 pixels in height, 3:4 ratio)



- click the photo and then „SELECT (1)“

- now it should look like this:

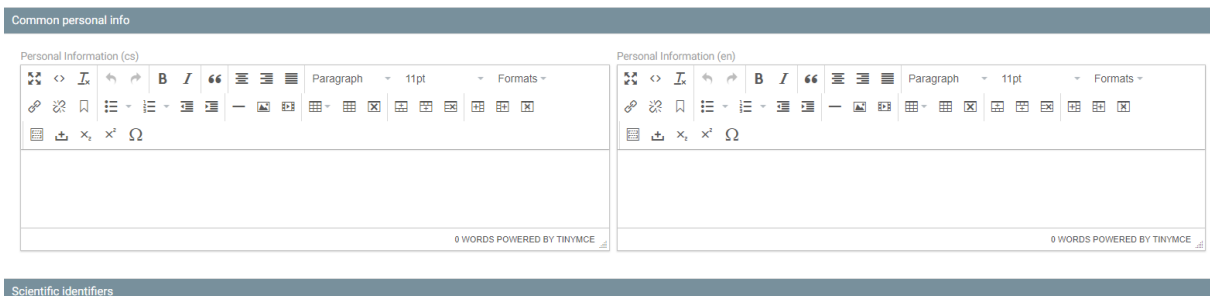


- click the „save“ button in the upper right corner



- you can look at a preview of your personal page by clicking „preview (CS)“ and „preview (EN)“

- you can add text, other photos (again via „my files“), links to research webpages etc. to your personal page – use the „Common personal info“ box right under the profile photo



- don't forget there are two boxes for Czech (left) and English (right) – please try to have the same content in both or a link to the English version on your Czech page

- in the lower boxes you can append your organizational unit and contact info