

How do I update my information available to the company?  
Includes: Profile picture/photo, contact details, office location.

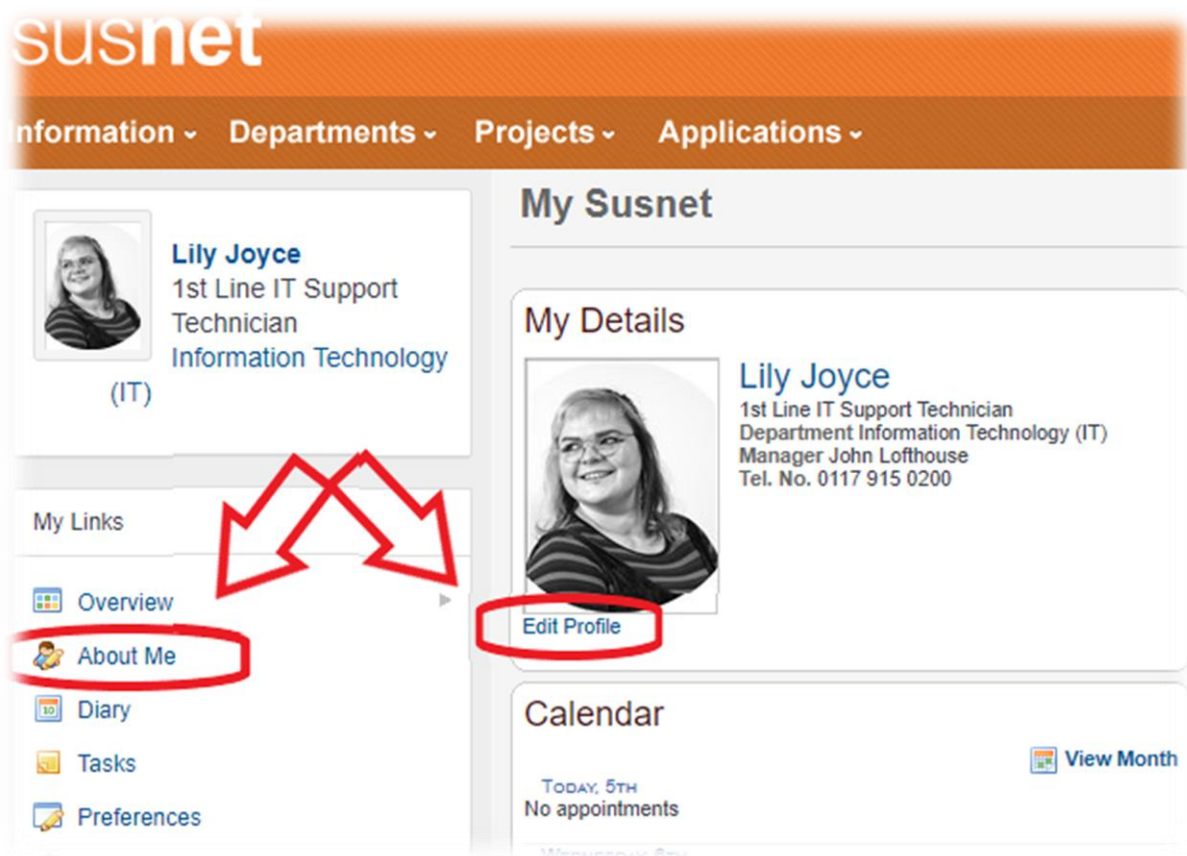
This is how other people in the company (including IT!) find your details to contact you and find out a little more about you.

Keep in mind: It may take a few hours for your changes to update across all systems. If it takes more than a day contact us!

1. Visit <https://susnet.sustrans.org.uk/> and sign in
2. Click the profile icon on the top left



3. Click "Edit Profile" or "About Me"

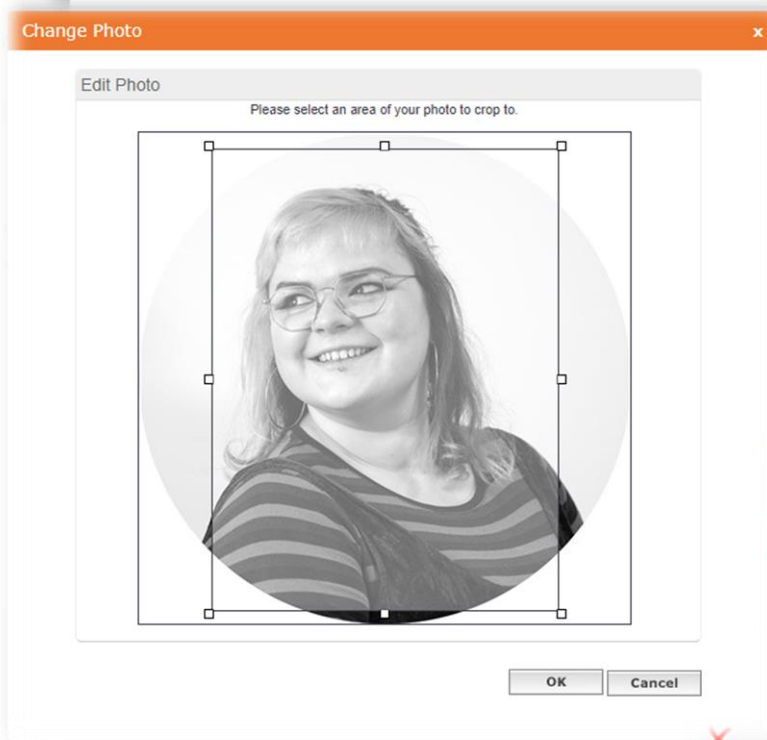
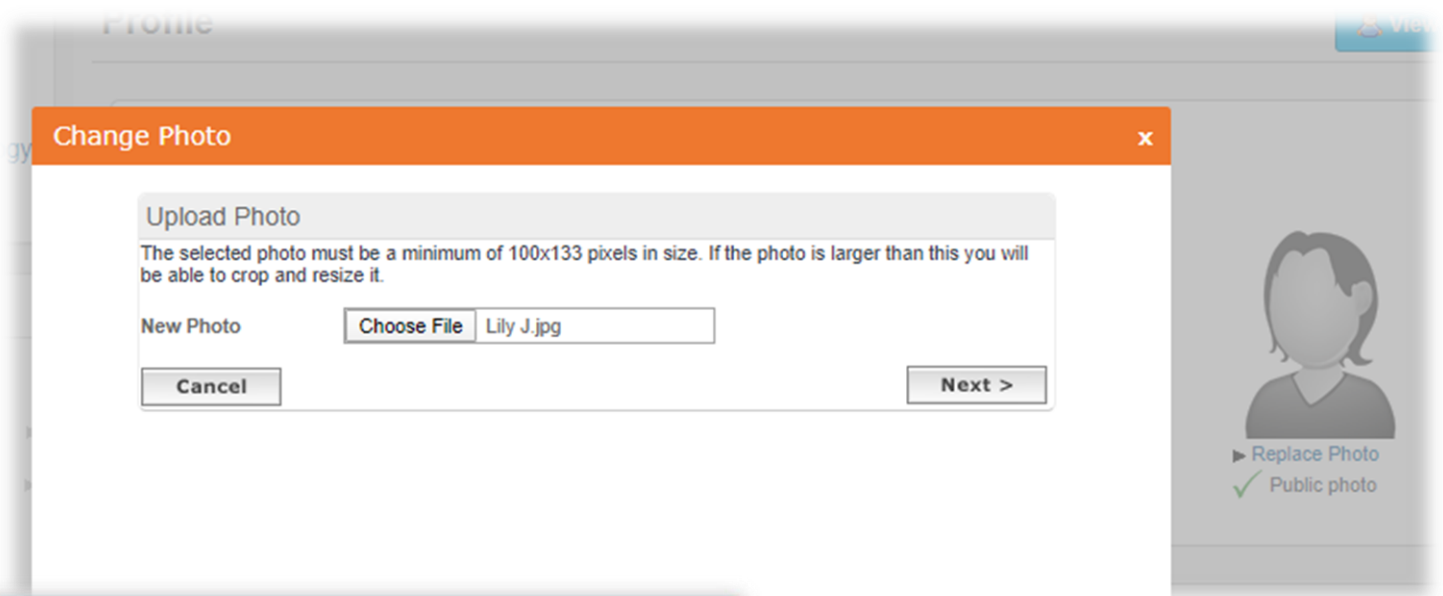


Here, you can edit: direct dial, business mobile, office location, and Sustrans photo. You can even update your experience and hobbies if you wish!

**4. Make sure to “Save” after any changes you make.**

**To upload a photo:**

- a. From the location outlined in the last steps click “Replace photo” > “Choose File” (locate the photo on your computer) > “Next”



- b. Use the box to highlight the area you wish to be your photo – drag and resize the rectangle then hit “OK” when satisfied.

**Make sure to SAVE! (scroll to the bottom left)**

