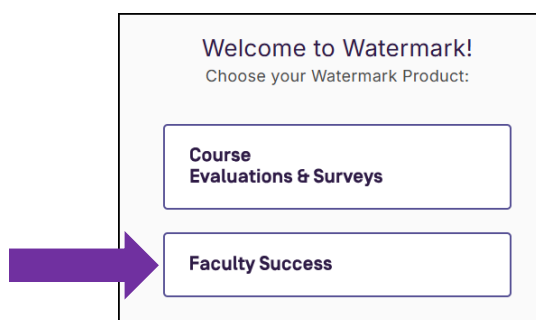


Update Watermark Profile

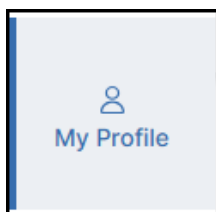
1. Log into your **MyCalstateLA** profile
2. Select **Watermark** from the Quick Launch under Academics



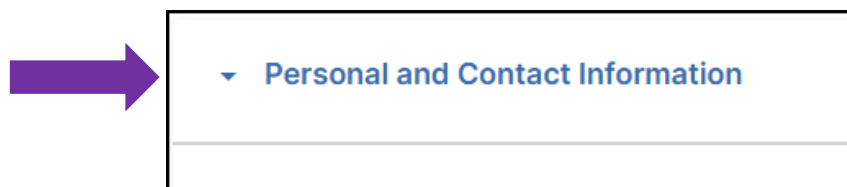
3. Select **Faculty Success**



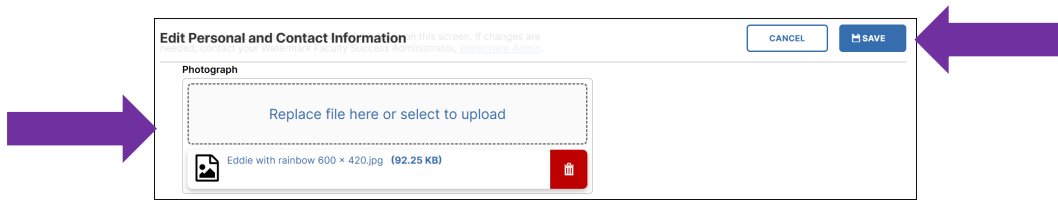
4. On the left pane, select **My Profile**.



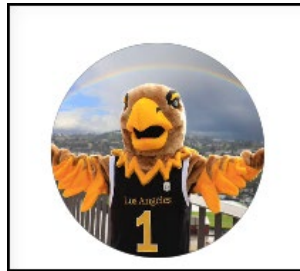
5. Navigate and click **Personal and Contact Information**.



6. **Note: Updating your contact information is optional to make it more personable.**
7. You to either drag and drop your file or upload it from your device. Then click **Save**.



8. The photo appears on your profile.



9. You are unable to modify your First Name, Middle Name and Last Name as they are locked indicated by the key lock icon, but you can enter your **Preferred First Name** which will be displayed. Click **Save** to update.



10. It is an option to enter your preferred pronouns if you want them updated. Click **Save** to update.



11. It is an option to enter your Office Room Number if you want it updated. Click **Save** to update.



12. It is an option to enter your Office Phone if you want it updated. Click **Save** to update.

