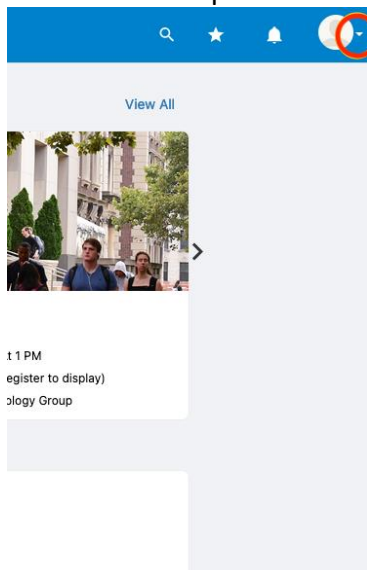


## Student Photo and Profile Submission Process

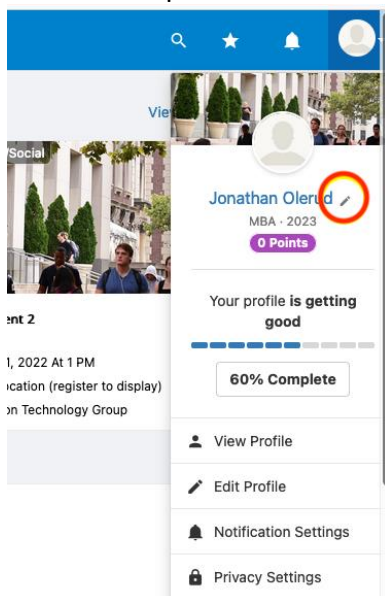
It is important to Columbia University and Columbia Business School that students complete the photo and profile submission process. Through this process, you will provide a photo to be used of your University ID. This photo will also be used for the Columbia Business School Directory along with any profile information provided. Your ID will give you access to campus facilities and resources and the directory will be used by your classmates and faculty for class photo rosters and student communication and networking.

### To Update Profile and Photo:

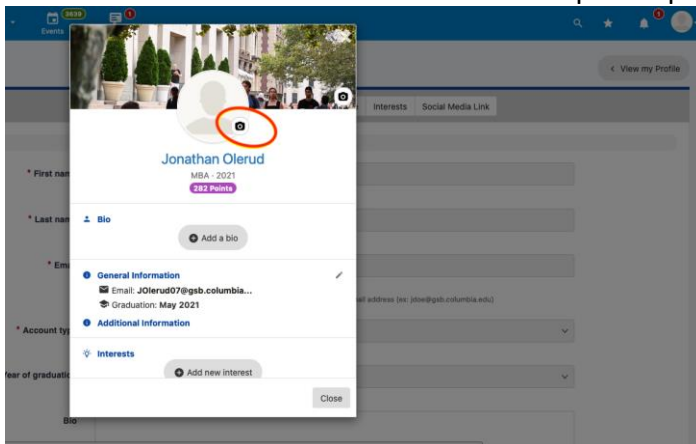
1. Log in to CampusGroups (<https://groups.gsb.columbia.edu>)
2. Click on the dropdown next to the profile picture icon (upper right corner).



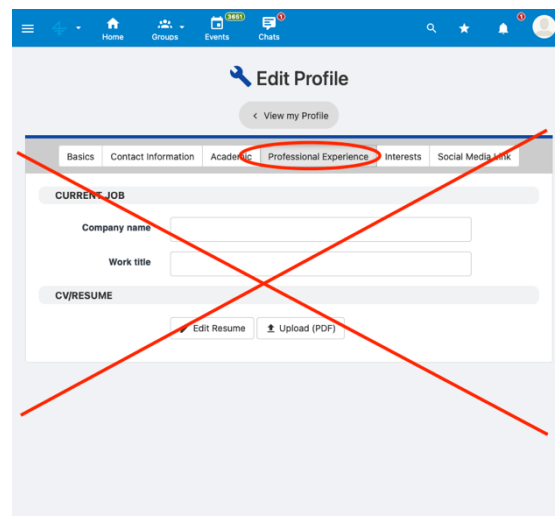
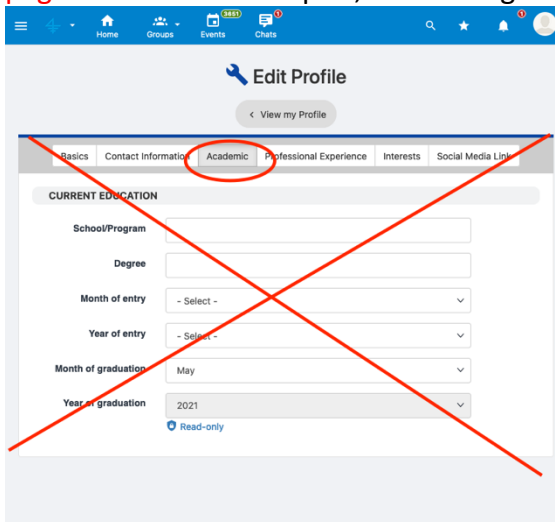
3. Click on the pencil icon next to your name



4. A modal window pops up where you can add/update your:
  - a. Profile photo
  - b. Interests
  - c. Career Interests
  - d. Education
  - e. Work experience
  - f. Languages
  
5. To update your profile photo on the modal window:
  - a. Click on the camera icon next to the profile photo box

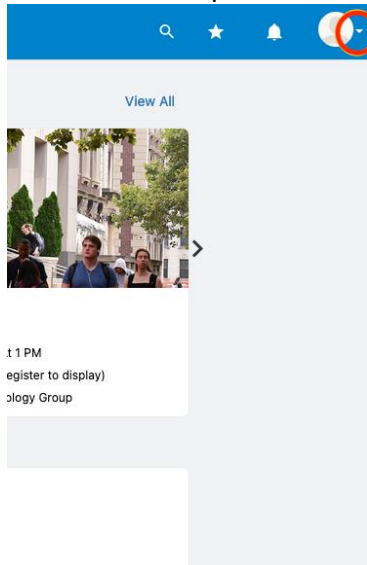


- b. Select a photo and click Open
  - c. Click Apply and Save
  
6. To update your Professional Statement, click the pencil icon next to General Information from the modal window - this will take you to the Edit Profile page. Under the Basics tab, scroll down to Professional Experience
7. **DO NOT add/update your Academic and Professional experiences under the Edit Profile page.** Please follow steps 2,3 and 4 to get to Education and Work experience.

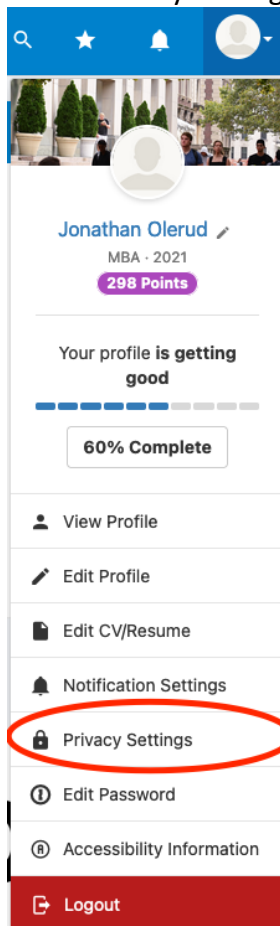


## To Unhide yourself in the Directory and all other places

1. Click on the dropdown next to the profile picture icon (upper right corner).



2. Select Privacy Settings



3. Scroll down to the page to:

“Hide me from the directory and all other places where I am listed (i.e. chat, event attendees, group members, etc)” and uncheck the box

my involvement

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**Directory**  Hide me from the directory and all other places where I am listed (i.e. chat, event attendees, group members, etc)

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**Profile**  Deactivate my profile (no one will be able to see your profile)

4. Uncheck the box.