

# Granting Permission to use your Office 365 profile picture on the Wits Website

1. Go to Self-service: <https://iwits.wits.ac.za/>
2. Expand Wits Employee Self Service
3. Select Staff Profile Picture

Home

4. Select “Add”

Wits Staff Profile Picture

5. Select the drop-down box next to “Show my Photo on the Wits Website” and select “Yes” and choose Apply on the top right corner.

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

I give permission to:

6. Select “Next” and then “Submit”
7. You will receive a confirmation.

**Confirmation**

Your changes have been applied.