

How to Find and Download Your Headshot

6 Steps [View most recent version](#) 

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Creation Date
January 19, 2024

Last Updated
January 19, 2024

STEP 1

Navigate to your Design Lab website.

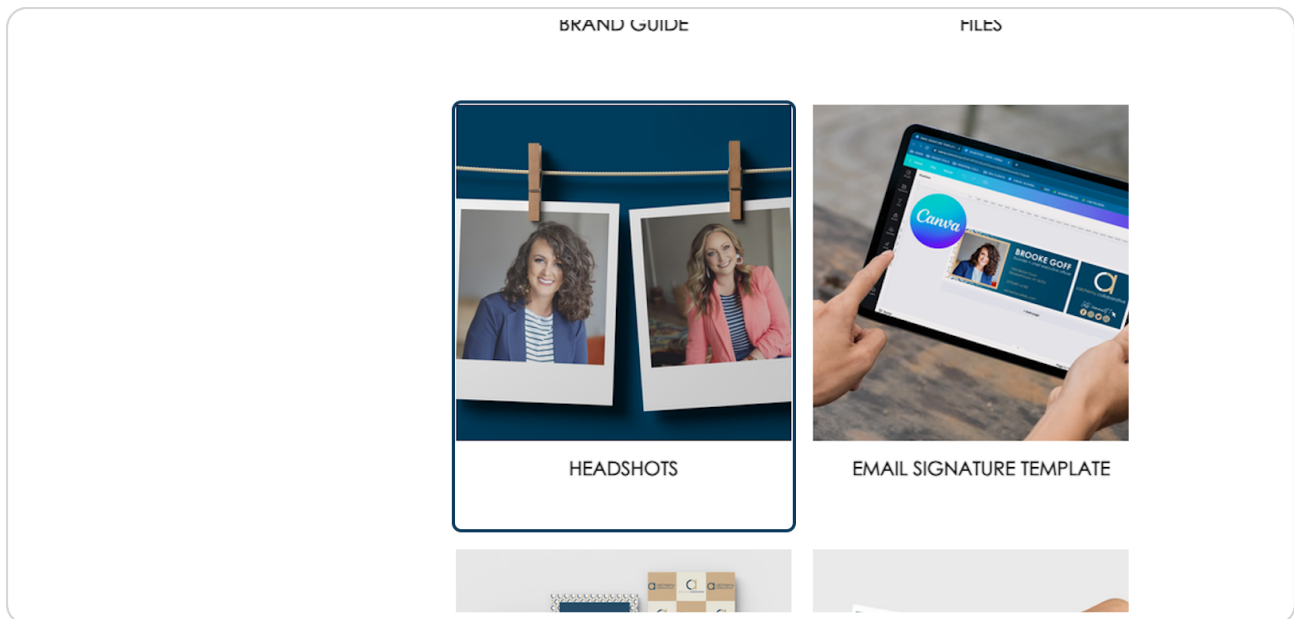
The link to this page will be provided by The Alchemy Collaborative for your organization.



STEP 2

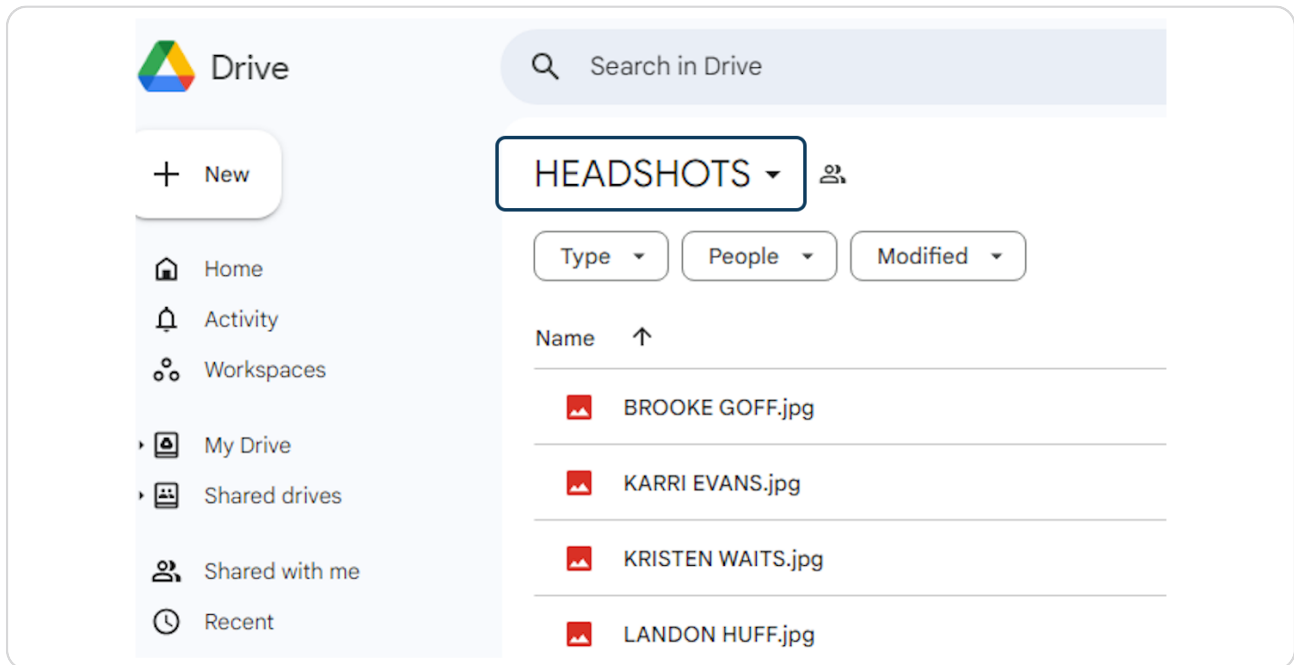
Scroll down to "Design Lab Resources"

From here, select the "Headshots" link.



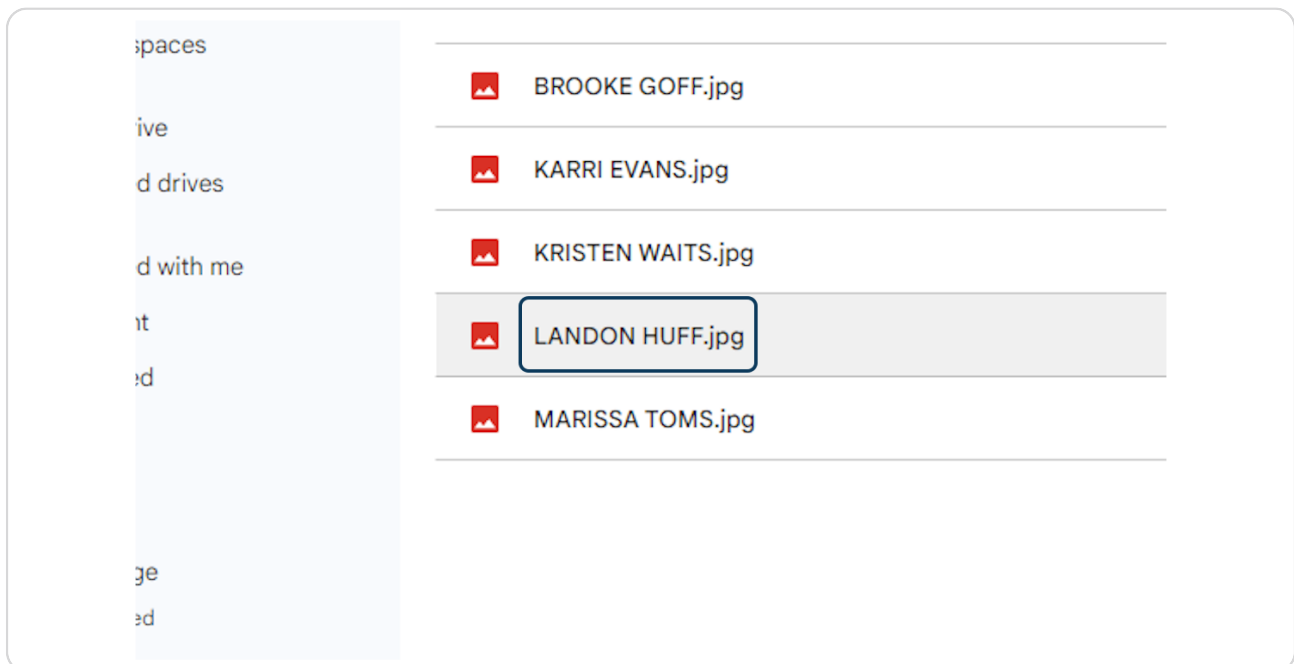
STEP 3

You will be redirected to a Google Drive folder containing headshots.



STEP 4

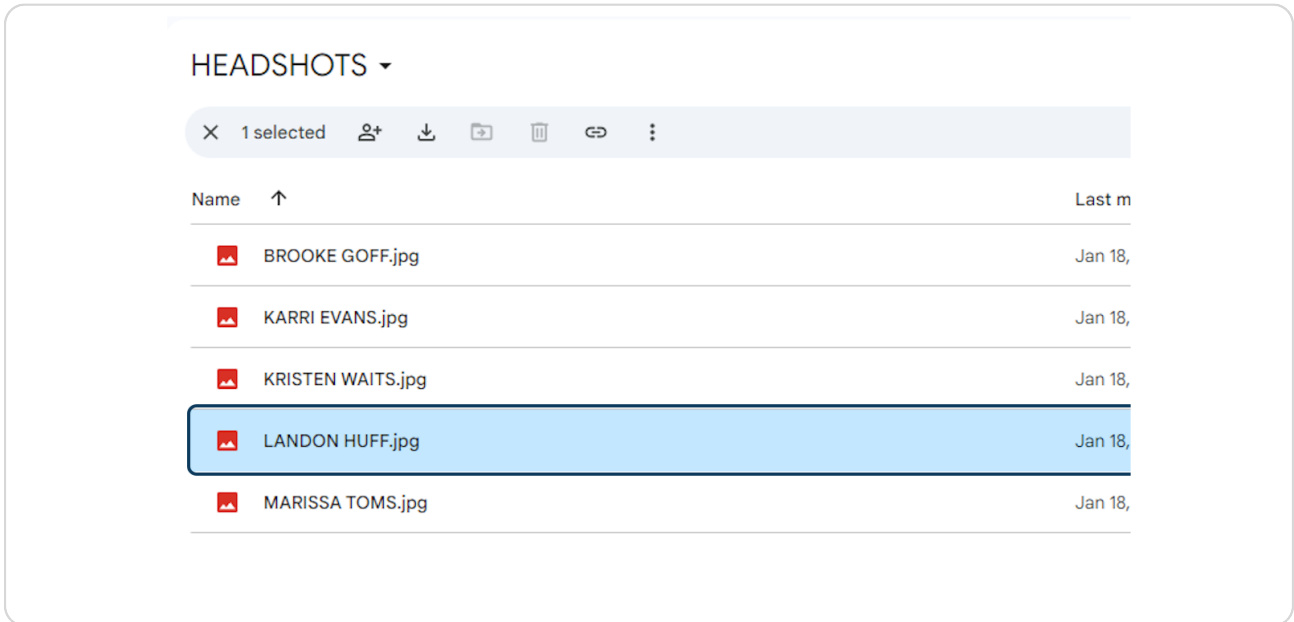
Headshots are organized by users' first and last names.



STEP 5

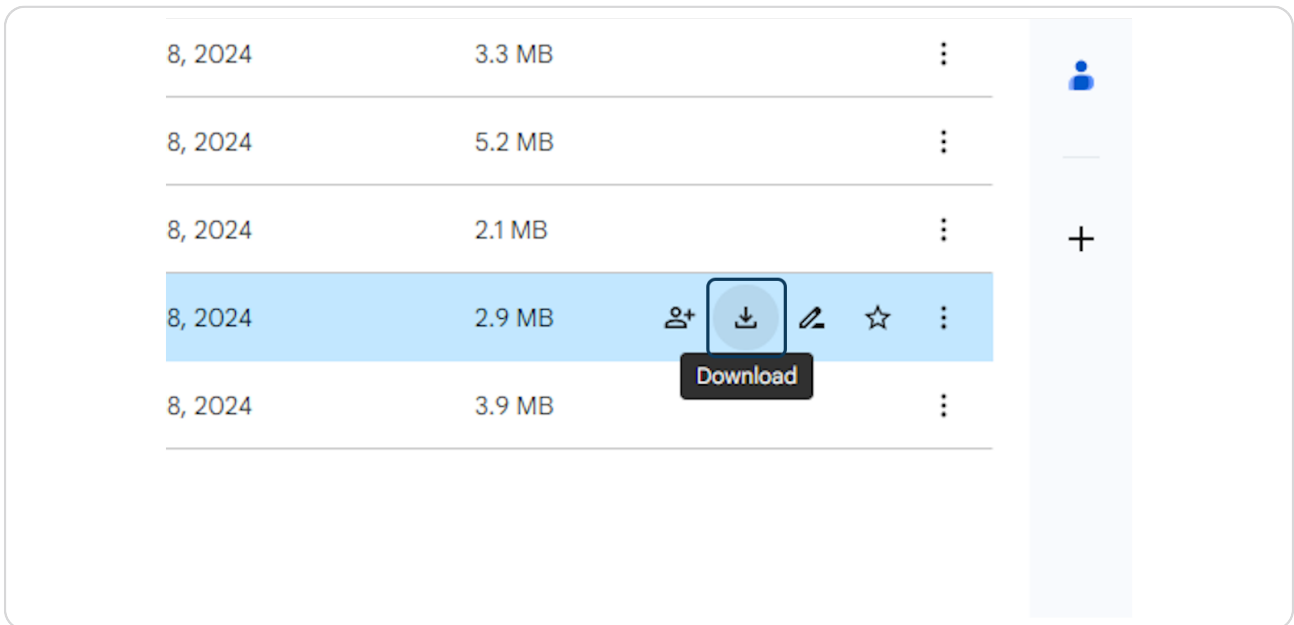
Scroll through the files until you find your first and last name.

When you find it, select the file to highlight it.



STEP 6

On the far right, there will be a "Download" button. Click this to download your headshot to your computer.





That's it! You've successfully navigated to your Design Lab page, found your headshot link, and downloaded your professional headshot.

