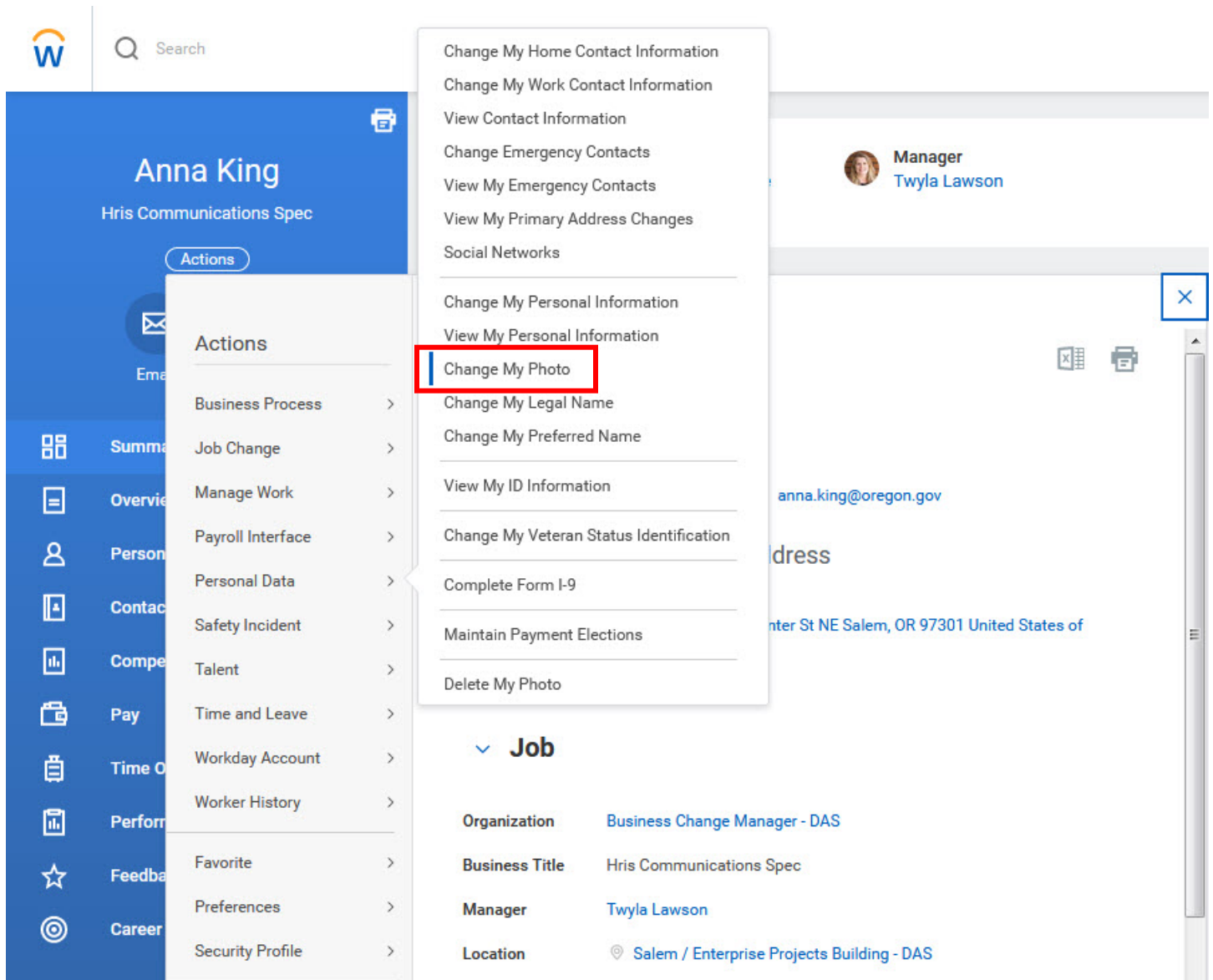


Change employee photo

This job aid walks an employee through the steps to upload or change their employee photo in Workday. NOTE: Your photo needs to meet both [technical and user guidelines](#).

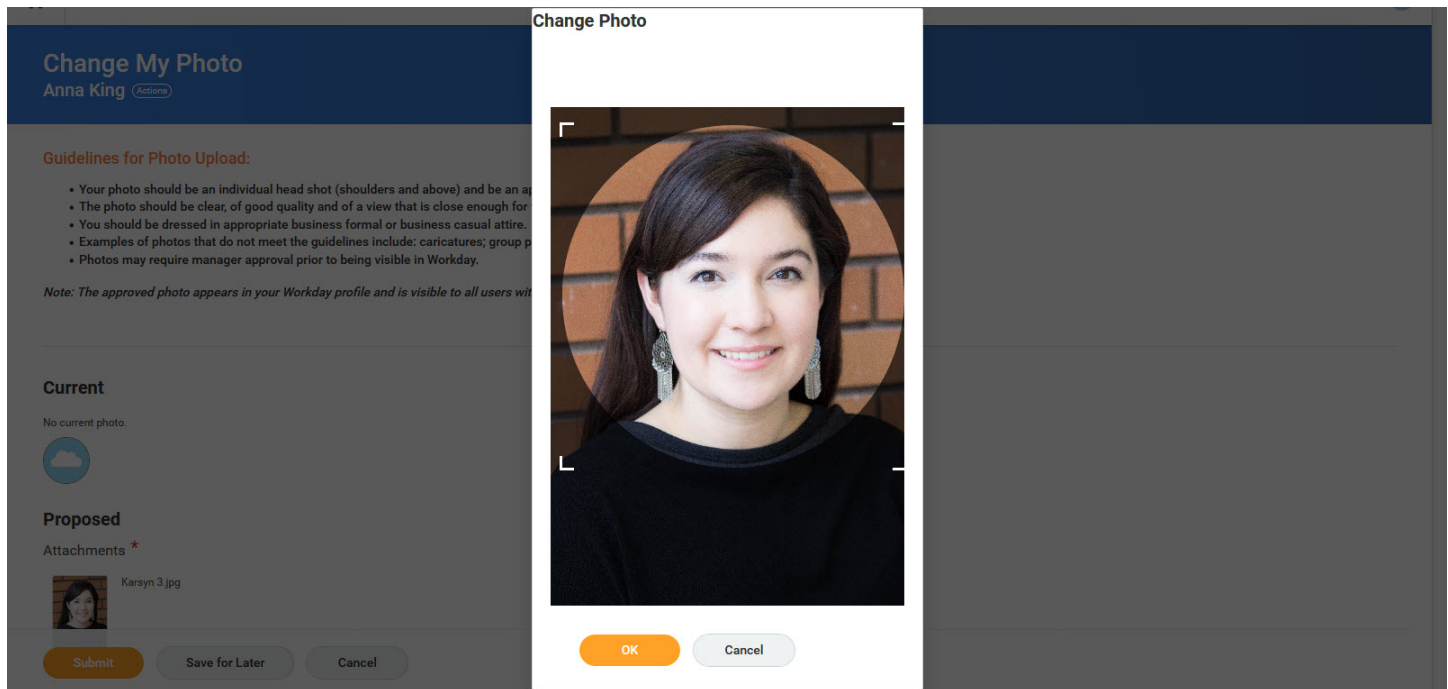
Step 1: From the Home page, click on the cloud icon in the upper right-hand corner. Click “View Profile.”

Step 2: Click “Actions” under the profile owner’s name and title on the left-hand side of the screen. Hover your cursor over “Personal Data,” and click “Change My Photo.”



Step 3: Either (1) manually drag and drop your desired photo file or (2) click “Select files,” select your desired photo file, and click “Open.”

Step 4: If you would like to adjust the dimensions of your profile photo, you can click and drag the circle to move it as well as click and drag the white corner-looking tabs around the circle to make it bigger or smaller. Once you are satisfied with your selection, click “OK.”



Step 4: Click “Submit.” Your supervisory manager will receive a notification to review and either accept or deny your photo submission.