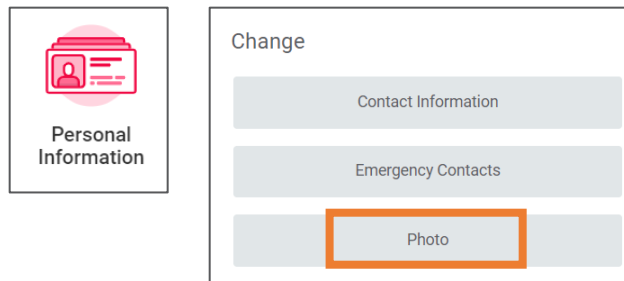


Use this job aid to change your photo in Workday. This is the profile picture that all Team Members will see in Workday.

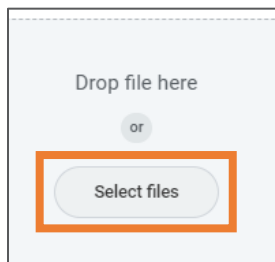
Change Photo

From your home screen:

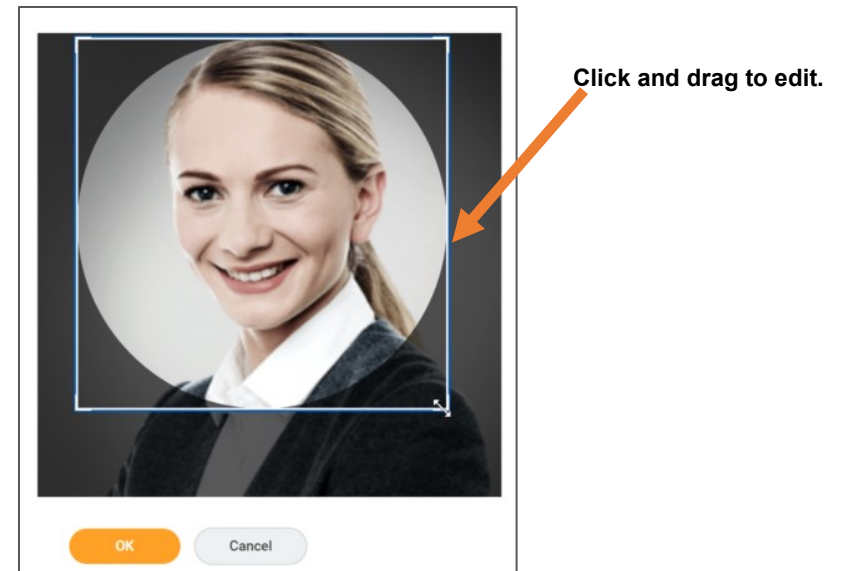
1. Navigate to the **Personal Information** application.
2. Below the **Change** section, select **Photo**.



3. Click **Select files** to add your photo. Select your photo file and click open. You can also drag and drop your photo. See photo guidelines below:
 - The photo must be of the Team Member.
 - Face should be in focus and unobstructed.
 - Appropriate professional or business casual clothing should be worn.
 - No nudity or profanity.
 - Team Member should be the only person in the picture.



4. Click and drag the edges of the blue box to edit and center your photo. The circle portion shows what will display.
5. Click **OK**.
6. Click **Submit**.



Your photo now appears in your Workday profile and is visible to the organization.