
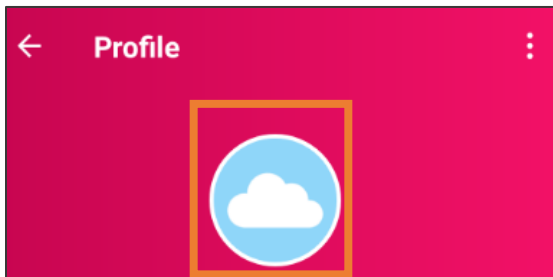


Use this job aid to change your photo in the Workday mobile app. This is the profile picture that all Team Members will see in Workday

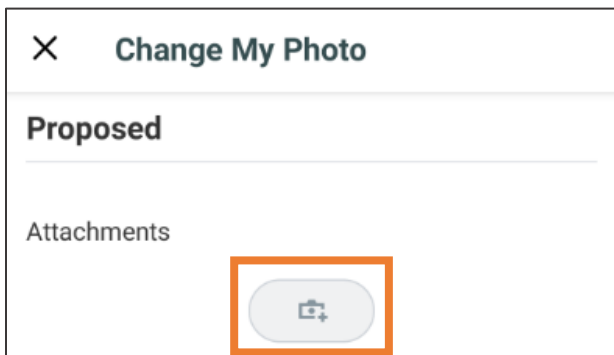
Change Photo – Android

From your Workday mobile home screen:

1. Click the menu in the upper left screen. 
2. Click your name to go to your profile.
3. Click the photo icon.



1. Click the upload button and browse either your camera, gallery or file browser.



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. Select a photo and click **Submit**.
5. Click the back button to the home screen.

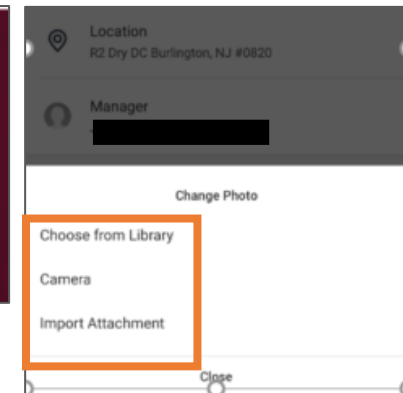
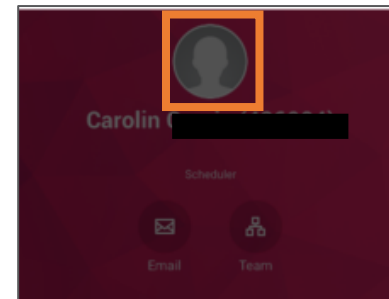
Change Photo – iOS

From your Workday home screen:

1. Click the profile icon in the top right corner.



2. Click **View Profile**.
3. Click the photo icon and select from the following options to change your photo:
 - Choose from Library
 - Camera
 - Import Attachment



Change Photo – iOS (continued)

4. Select a photo that fits the following guidelines. The photo inside the circle portion is what will be visible in Workday.
 - 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.
5. Click **Done** when you are finished.