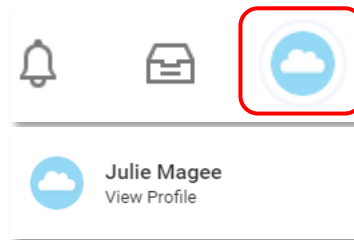
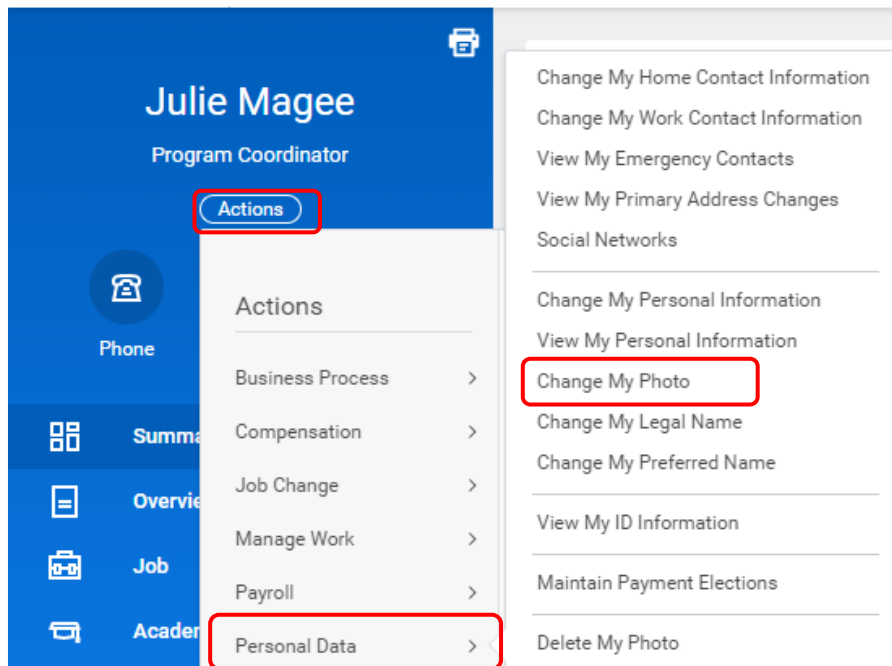


All staff and affiliates in Workday are required to have a portrait profile picture within Workday. You can update your profile picture at any time.

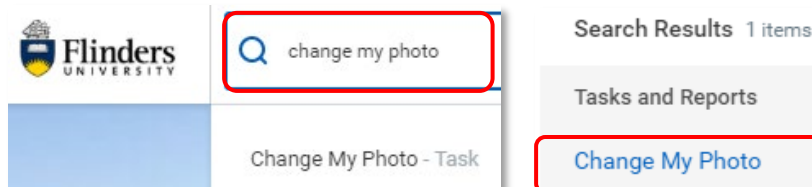
To change your profile picture, click on the *profile icon* and *View Profile*.



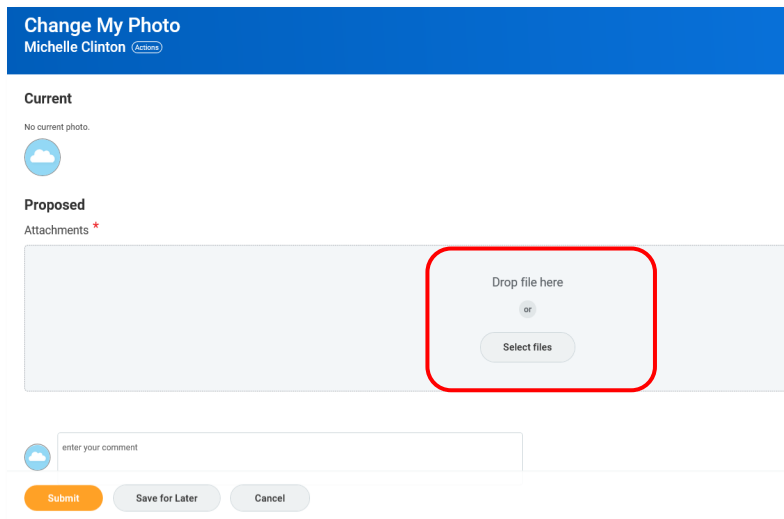
Select *Actions*, *Personal Data* , *Change my Photo*



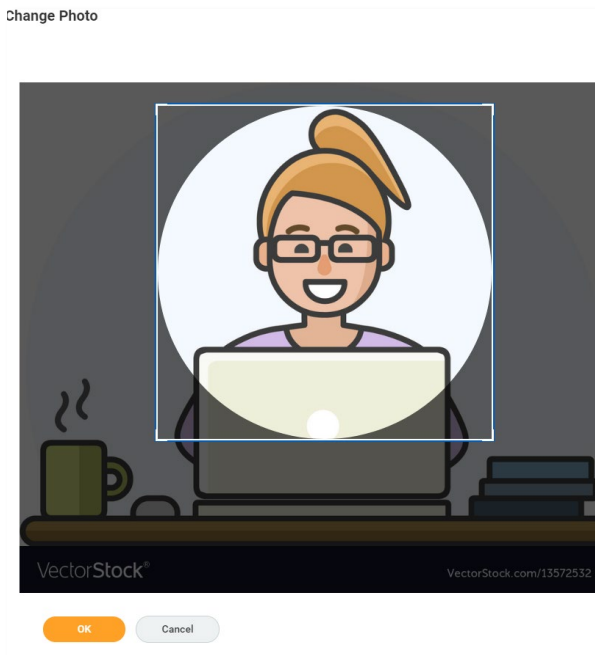
Alternatively you can type “Change my photo” in the search bar and enter.



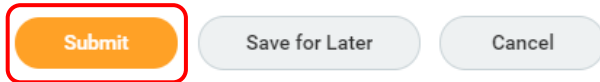
Drag your new profile picture from your data source and drop into the attachments area. Alternatively click on select file and choose your image.



A circle will appear, move the circle to the desired position to centre your picture. Click on *OK*.



When you are happy with your new profile picture, click on *submit*.



You can go back at any time to change your picture
An action will be sent to your supervisor for their approval.
Once approved, you will receive a notification in your Workday inbox and your new profile picture will be in your image icon.

View Event

Photo Change: Julie Magee Actions


11 minute(s) ago - Successfully Completed

For	Julie Magee
Overall Process	Photo Change: Julie Magee
Overall Status	Successfully Completed
Due Date	05/02/2020
Calendars In Use	Consecutive Days (No Calendars Selected)

Details Process

Current

No current photo.



Proposed

