

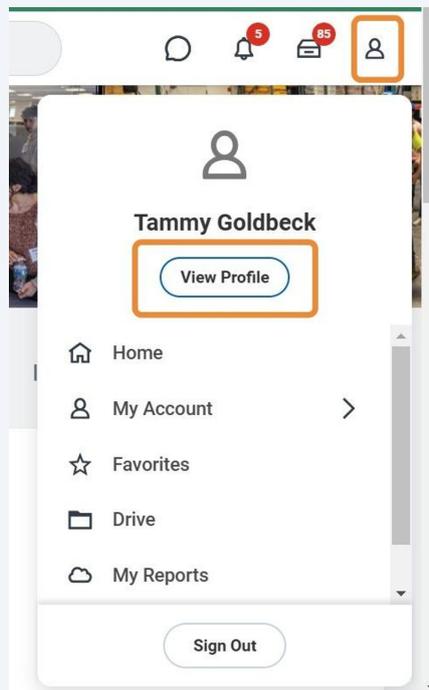
Change Workday Profile Photo



Workday allows you to upload a photo for your worker profile. Please only use work-appropriate photos.

1

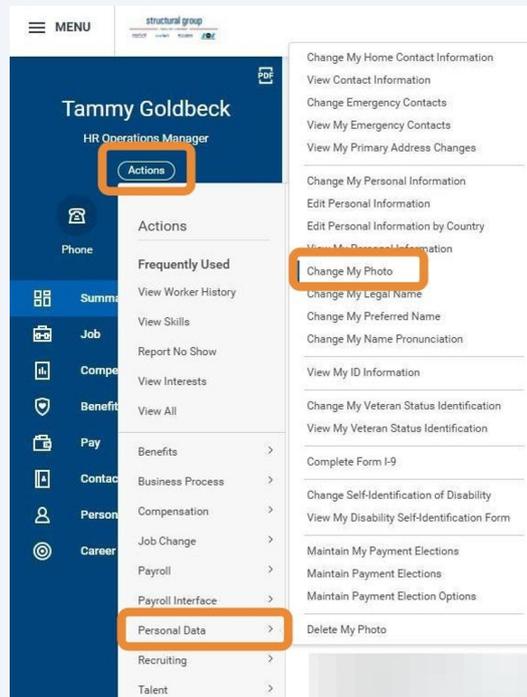
Navigate to your worker profile by clicking the image of a person in the top right-hand corner of the screen and click "View Profile".



2

Click the Actions button; scroll down to Personal Data and click Change My Photo.

Note: your menu drop down options may be different than the example below.



3

Select file. **Note:** only image file are accepted (.jpg .png)

Change My Photo

Tammy Goldbeck 

Current

No current photo.



Proposed

Attachments *

Drop file here

or

[Select files](#)

enter your comment

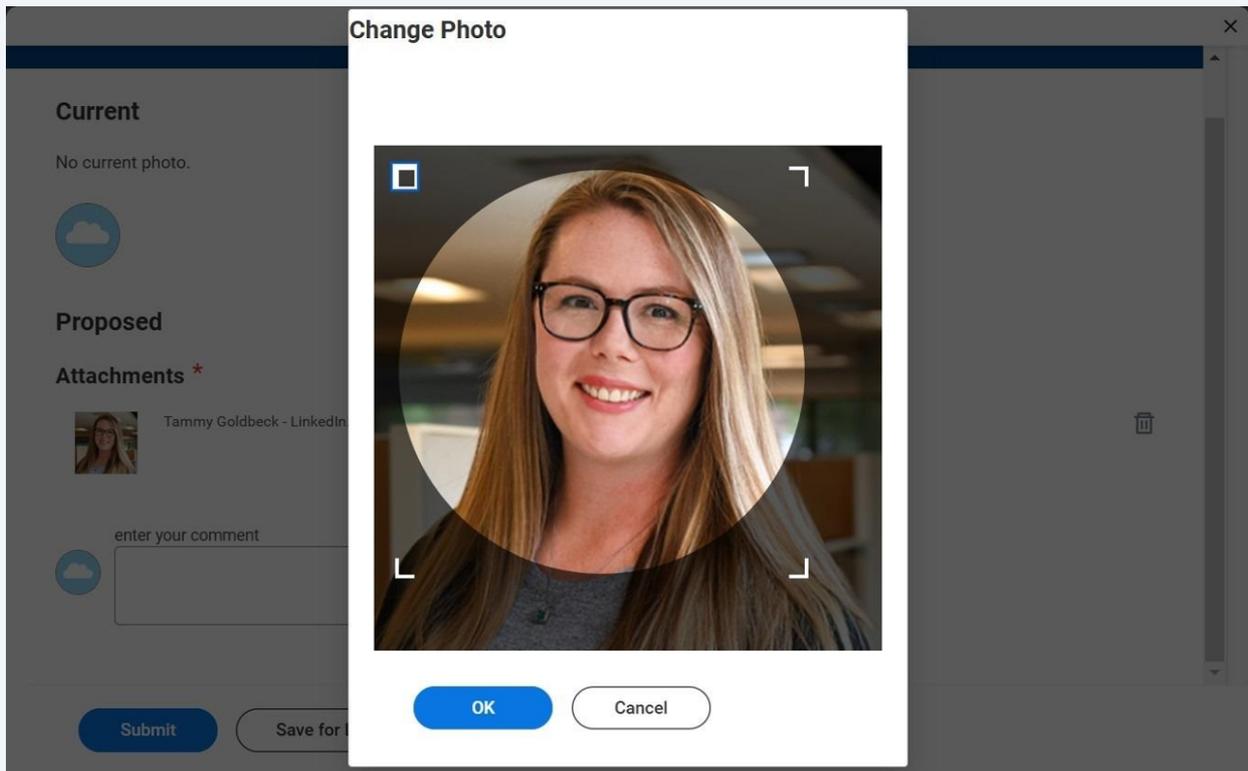


Submit

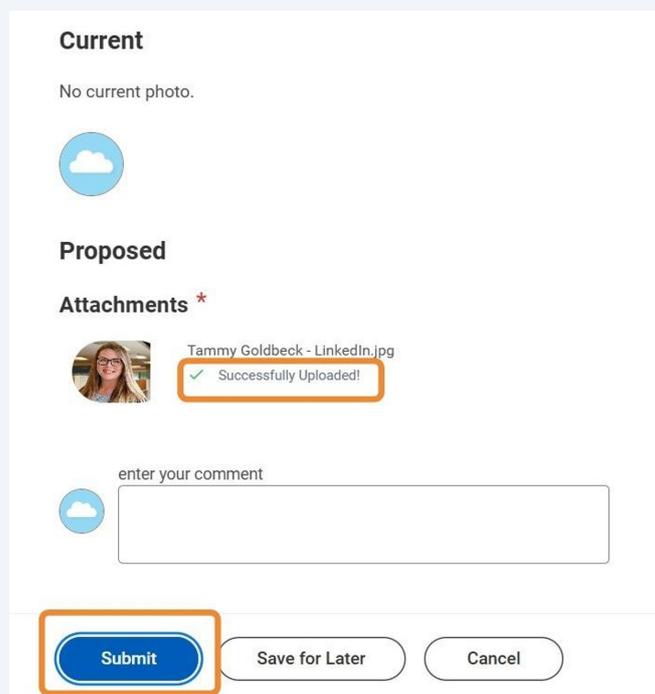
Save for Later

Cancel

4 Resize photo as needed



5 Preview will show the photo was successfully uploaded. Click submit.



6 You will see your photo appear after you have clicked Submit.

