STEP-BY-STEP GUIDE

CHANGE MY PHOTO



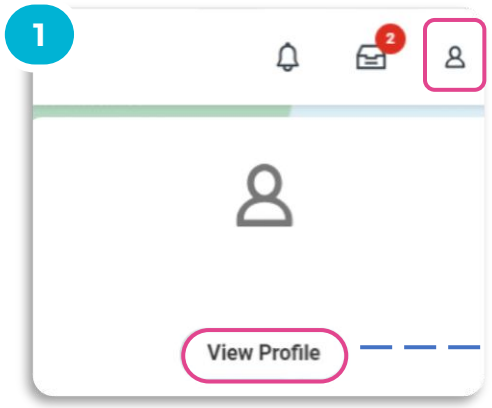
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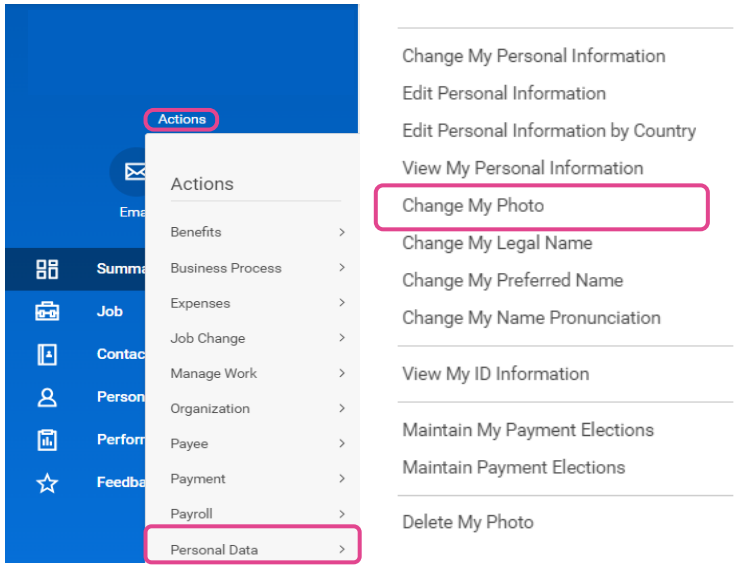
Description- Desktop

Using the action " Change My Photo " , you can add a new Workday profile photo or replace an existing one with a new image. For the change, you will need to follow the following steps :

1. Click on icon then on **View profile**



2. Click on **Actions > Personal Data >** Change Photo



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

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

3. After choosing your new profile picture, click **Submit**

4. You will receive a notification in your Workday inbox and your new profile picture will be in your image icon

