

Uploading a Photo

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Photo Change:

Click on the *Personal Information Worklet* on the *Workday Homepage*:

1. Click **Photo** under *Change*
2. The *Photo Change Guidelines* will now display
3. Click the **Select files** button
4. Select the photo file from your computer
5. Click **Submit**

For best image results follow these photo guidelines:

- ✓ Please keep in mind that photos must be recent, headshots and professional. Your record in Workday is your professional profile.
- ✓ Maximum image size – in terms of storage – is 1 MB
- ✓ An image with “200 X 200” pixels produces good results for most applications
- ✓ For best results, use a square image – because images typically display as circles within Workday, images in any other shape might not properly fit or display
- ✓ Workday supports JPG, PNG and GIF images, although PNG and JPG images produce the best results in terms of quality
- ✓ A transparent background is optimal; however, a solid white background also produces good results

Quick Tips:

Other ways to access *Uploading a Photo*:

- Use the *Search Box* to search for: *Change My Photo*
- You can also access *Uploading a Photo* by:
 1. Click on **Your Icon** in the top right hand corner of the *Workday Homepage*
 2. Click on the **View Profile** hyperlink
 3. Click on the **Actions** button
 4. Hover your mouse over the **Personal Data** hyperlink
 5. Click on **Change My Photo**