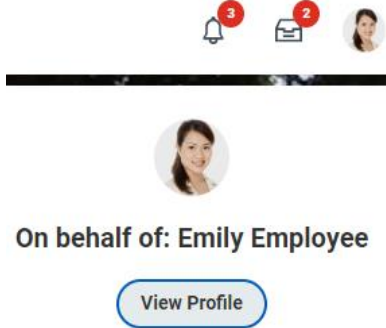


Worker Photo

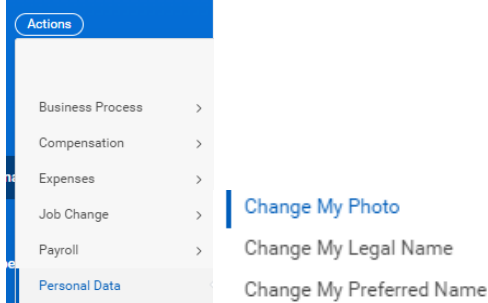
USER GUIDE

ADD OR CHANGE YOUR PHOTO

1. To access your Worker Profile page, select your Profile photo in the upper right, then **View Profile**.



2. From your **Actions** button, choose **Personal Data > Change My Photo**.



3. Click the **Select files** button to locate, upload, and crop your image, or drag and drop your image directly into the Attachments section from your local drive.
4. Use the **Toggles** to adjust your image as needed.
5. Click **OK**, then **Submit**.
6. This will then go to an HR Partner to approve the photo before the change takes effect.

Note: You can change, delete, or edit your photo at any time. Approval is needed any time a change is made. The supported file formats include PNG, JPG, and GIF.

MOBILE: ADD OR CHANGE YOUR PHOTO

1. From the Home page of the App- **Tap your Profile photo**, then tap **View Profile**.
2. **Tap your Profile** photo again to open change photo
3. *iPhone:* select Choose from Library, Camera, or Import Attachment
Android: select Gallery to use an existing photo, Camera, or Import Attachment
4. You will receive a “success” notice once the photo is accepted.
5. This will then go to an HR Partner to approve the photo before the change takes effect.

Note: If changing by mobile, you may need to allow Workday to have access to your photos.