# Change Your Photo

## Overview

This job aid outlines the process for an Employee or Contingent Worker to change his / her photo in Workday

**Prerequisites:** N/A

**Important Information:** The photo needs to be work appropriate and approved by the employee’s Primary Manager

### Steps

From the Workday Home page:

1. Click the **Personal Information** worklet



1. In the **Change** section, click **Photo**



1. Drag or upload a file from your computer by dragging the file into the box or clicking the **Select files** button



1. Use the cropping tool to zoom in / out, as needed



1. Click **OK**
2. Enter any comments as needed
3. Click **Submit**

The request will be routed to your Manager for approval

This completes the **Change Photo** process