Change Your Photo

Last updated April 20, 2020

You can change your Workday photo with your manager's approval.

Steps

1) Run the **Change My Photo** task.

- You can also find this using Workday search or from the **Personal Information** worklet.

2) Click the **Select files** button, then choose an appropriate image from your computer.

3) Click and drag the circular image crop tool over the part of the photo you wish to include.

- Click and draft on a corner to enlarge/minimize the size of the circle.

4) Click **OK** to confirm the crop.

5) Click **Submit** to send the request to your manager for approval.

Your Workday photo will update upon approval.