

Workday: Add or Change a Profile Photo

Profile Photo

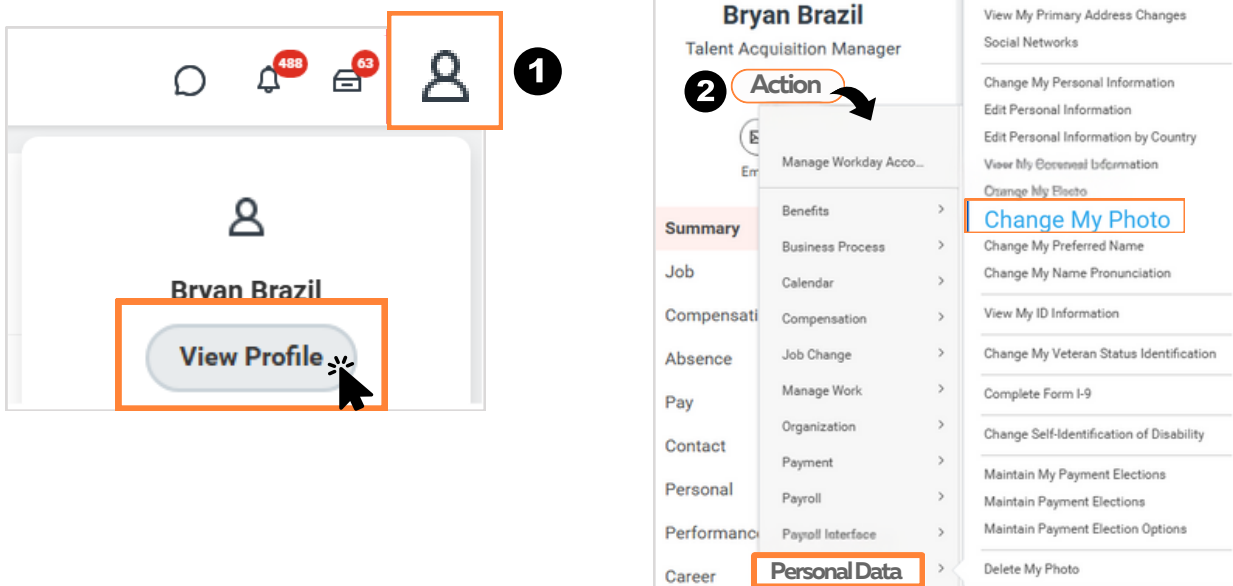
All corporate team members and multi-unit leaders are required to have a profile Photo in Workday. A consistent, professional Workday profile photo makes digital communication more personal, keeps names, faces, and contact details aligned through the Outlook integration, and supports secure identification across our systems and locations.

- Your profile photo can be updated at any time.
- Everyone must use a clear, work-appropriate photo in Workday.
- The selected photo needs to show your face, look professional, and should not use filters or include anything inappropriate.

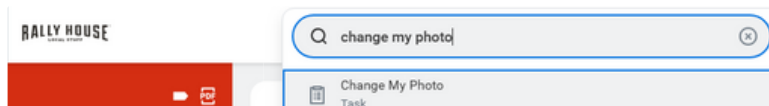
Process Steps

Add or change your profile Photo:


1. Click on the **profile icon** and **View Profile**.
2. From your profile, click:
 - **Actions** under your name
 - From Summary select **Personal Data**
 - click, **Change My Photo**

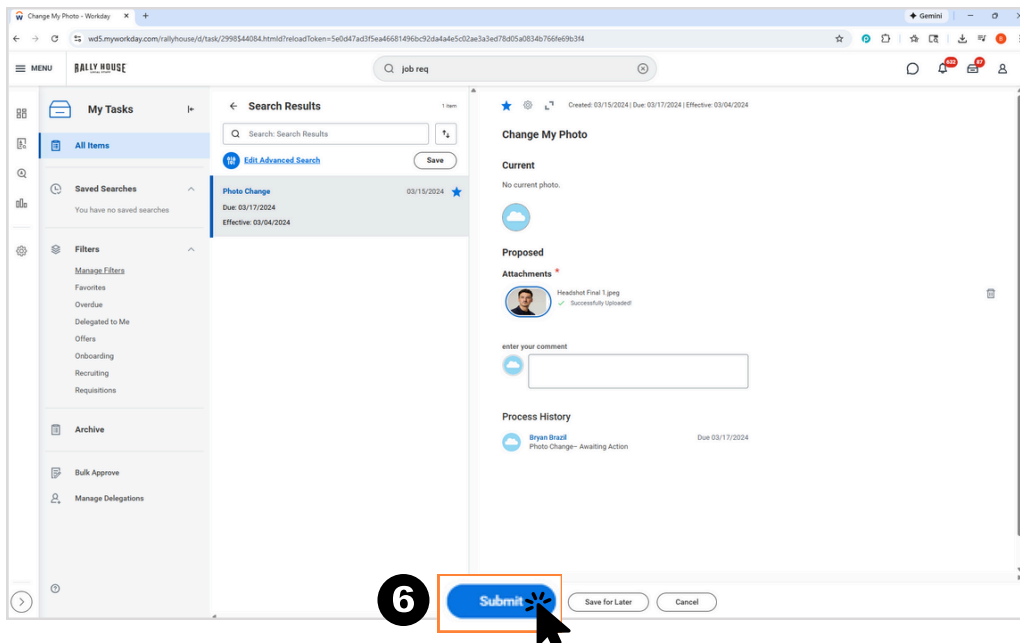
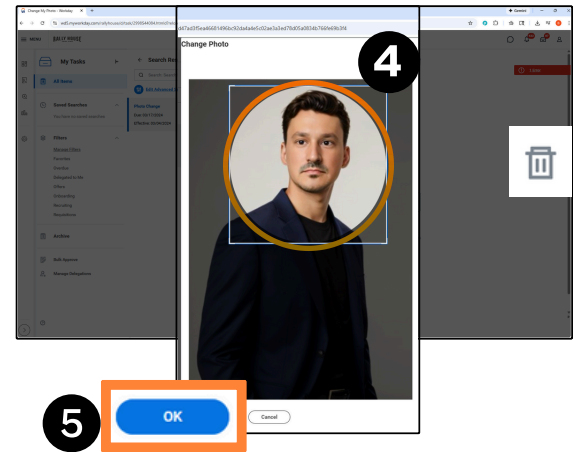
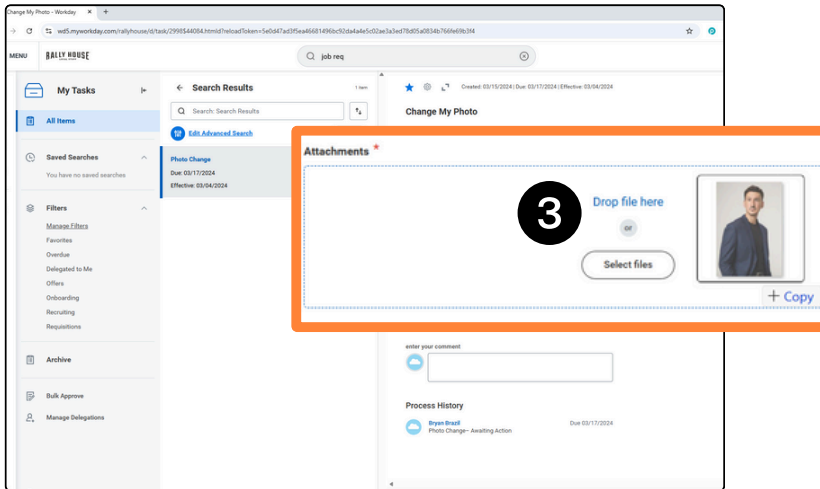


Alternatively you can type **“Change my photo”** in the search bar and enter.



Workday: Add or Change a Profile Photo

3. Click **"select file"** or **drag and drop** your new profile photo into the attachments area.
4. A circle will appear, move the circle to the desired position to center your Photo.
5. Click on **OK**. To delete the photo, click the trash can on the right 
6. Click **Submit** once your photo alignment is ready



Approval or Rejection

- If a photo doesn't follow these rules, you may be asked to change it.
- Once the photo is approved, a notification will be sent to your Workday Inbox and your new photo will be visible as your profile.

