



Change Your Photo on the Workday HTML Accessible Site

How to Add or Change Your Photo

From the Home page select link **Personal Information**.
Select link **Photo** under the heading Change, this will display:

Change My Photo: Jane S Smith (W2005499)[C] link **Preview for Jane S Smith (W2005499)[C]**
Current: No current photo. If you have already uploaded a photo previously it will be displayed with the alternative text of the file name.
Proposed: Attachment 1 link **Remove Attachment 1**
Buttons **Browse, Upload**
Buttons **Submit, Save for Later, Cancel**

To change or add a photo, select the button **Browse**.
Select a file on a drive from the Browse file window.
Once an image is selected, select the button **Upload**.
Note: To be approved the photo must be of the employee and not background pictures or symbolic art.
Once upload the following will be added to the display under the button **Upload**:
File Name: Jane-Smith.jpg
Updated By:
Upload Date:

You can include any comments (not required) in the comment field.
If you entered a comment, select the button **Validate**.
Note: if you enter a comment and bypass the button **Validate**, you will get a message to validate the comment.

Submitting Your Photo Change

To complete the process select the button **Submit**, this will display:

You Have Submitted Photo Change link **Photo Change: Jane S Smith (W2005499)[C]** link **Related Actions for Photo Change: Jane S Smith (W2005499)** link **Preview for Photo Change: Jane S Smith (W2005499)[C]**

Page was saved successfully
Next Steps Do Another: link **Change My Photo**
Event: Approval by HR Coordinator link **Related Actions for Approval by HR Coordinator**
Security Group: HR Coordinator link **Related Actions for HR Coordinator**
Due Date: 08/06/2015

Details and Process
For: link **Jane S Smith (W2005499)[C]** link **Related Actions for Jane S Smith (W2005499)[C]** link **Preview for Jane S Smith (W2005499)[C]**

Overall Process:
Link **Photo Change: Jane S Smith (W2005499)[C]** link **Related Actions for Photo Change: Jane S Smith (W2005499)[C]** link **Preview for Photo Change: Jane S Smith (W2005499)[C]**
Overall Status: In Progress
Due Date: 08/06/2015
Details
Current (blank)
Proposed
Jane-Smith.jpg

Process History (table)
Process: link **Photo Change** link **Related Actions for Photo Change** link **Preview for Photo Change**



Step: Approval by HR Coordinator link Related Actions for Approval by HR Coordinator

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/06/2015

Person: link **Alicia Tinsel (W2051740) (HR Coordinator)** link **Related Actions for Alicia Tinsel (W2051740) (HR Coordinator)** link **Preview for Alicia Tinsel (W2051740)**

Comment: (blank)

To complete the current event of adding or changing your photo select button **Done**, this will return you to the Personal Information page.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 9/9/2015