Change Your Photo

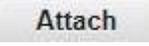**Description**

Task: Add or update a photo on your worker profile.

Who Performs This Task?: All employees.

1. From the Home page, click the Personal Information worklet.

2. Click the **Photo** Photo button.

3. On the Change My Photo page, click the Attach Attach button.

   Information: If you already have a photo, it displays in the Current section.

4. Locate the picture file on your computer and upload the image.

   Information: Typical formats include .png, .jpg, and .gif.

5. Click the **Submit** Submit button.

   Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:
   - Click Save for Later to save your changes but not submit
   - Click Cancel to cancel the process and start at another time

   Information: Your change will need to be approved by your Agency HR staff before it displays on your worker profile.

6. Click the **Done** Done button.

7. The System Task is complete.