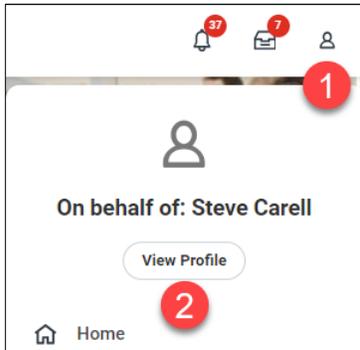


# Change My Photo

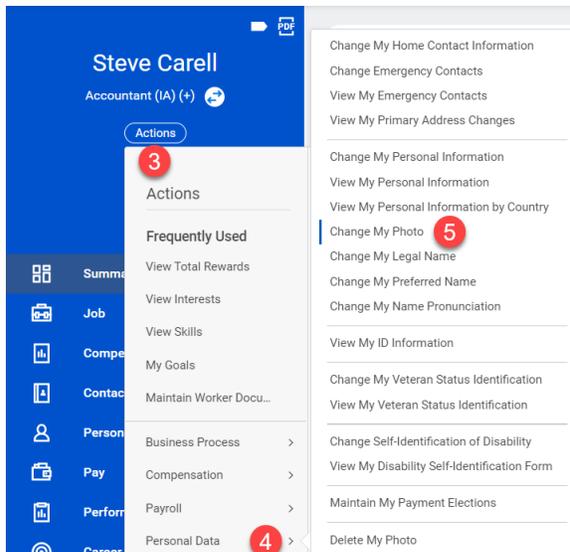
## Change Photo

Customize your Workday Profile by adding or changing your photo. To add or change your photo:

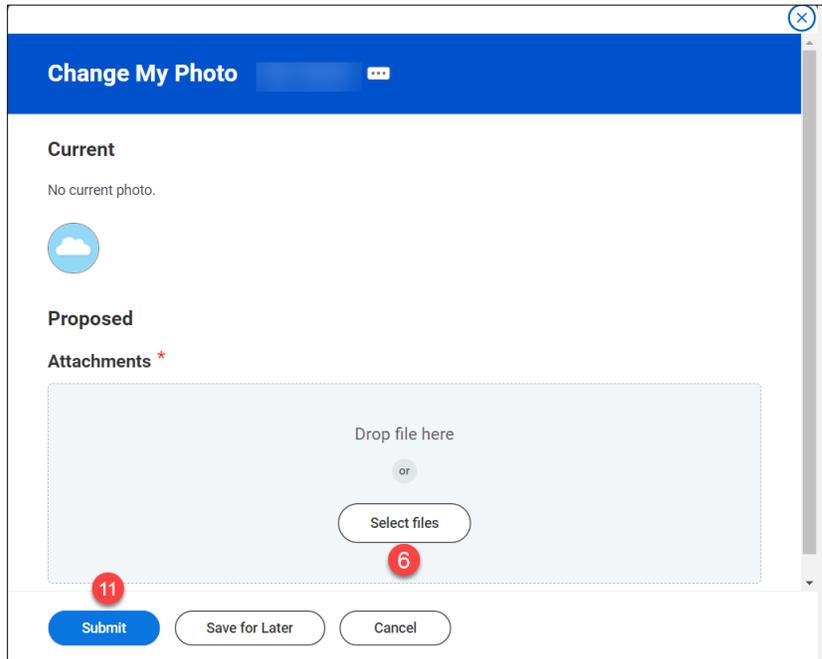
1. Click **Profile** .
2. Click **View Profile**.



3. Click **Actions**.
4. Point to **Personal Data**.
5. Click **Change My Photo**.



6. Click **Select files**.
7. Browse and select the photo you wish to upload.
8. Click **Open**. Or, click and drag your photo from File Explorer into the Drop file here section.



9. Click and drag to position your photo within the rectangle.
10. Click **OK**.



11. Click **Submit**.