

Workday Profile Photos

Workday allows employees to upload an appropriate professional photo in their **Worker Profile** to enhance communication between employees (it is not a social media platform).

Photos require manager (immediate supervisor) approval prior to being visible in Workday.

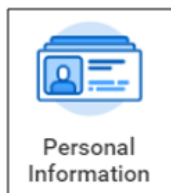
- **Examples of appropriate photos:**
 - individual headshots (i.e. Texas A&M University ID, or a similar photo like that on a driver's license of just the employee - no images, text, etc.).
 - photo should be clear, of good quality and be taken close enough for the employee to be easily identified.
- **Examples of inappropriate photos:**
 - caricatures,
 - group photos,
 - vacation photos,
 - sports/hobby photos, or
 - any other image than that of the employee, etc.

To add or update an appropriate professional photo, login at sso.tamus.edu and select **Workday** then follow these steps:

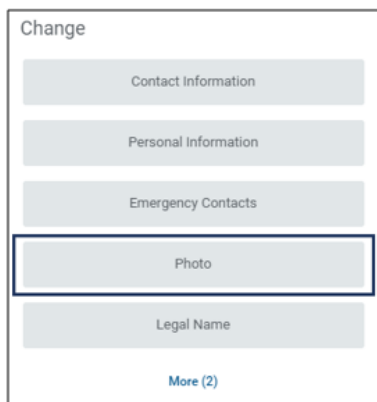
Steps

From the Workday Home page:

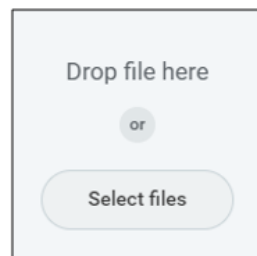
1. Click the **Personal Information** worklet



2. In the **Change** section, click **Photo**



3. Drag or upload a file from your computer by dragging the file into the box or clicking the **Select files** button



4. Use the cropping tool to zoom in / out, as needed



5. Click **OK**
6. Enter any comments as needed
7. Click **Submit**

The request will be routed to your Manager for approval

This completes the **Change Photo** process

All completed events are fed nightly from Workday to legacy applications such as Datawarehouse and FAMIS