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](http://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.