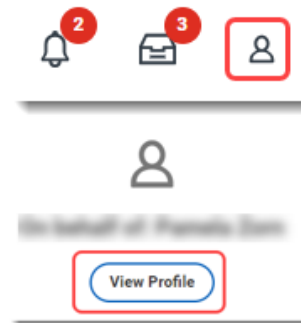
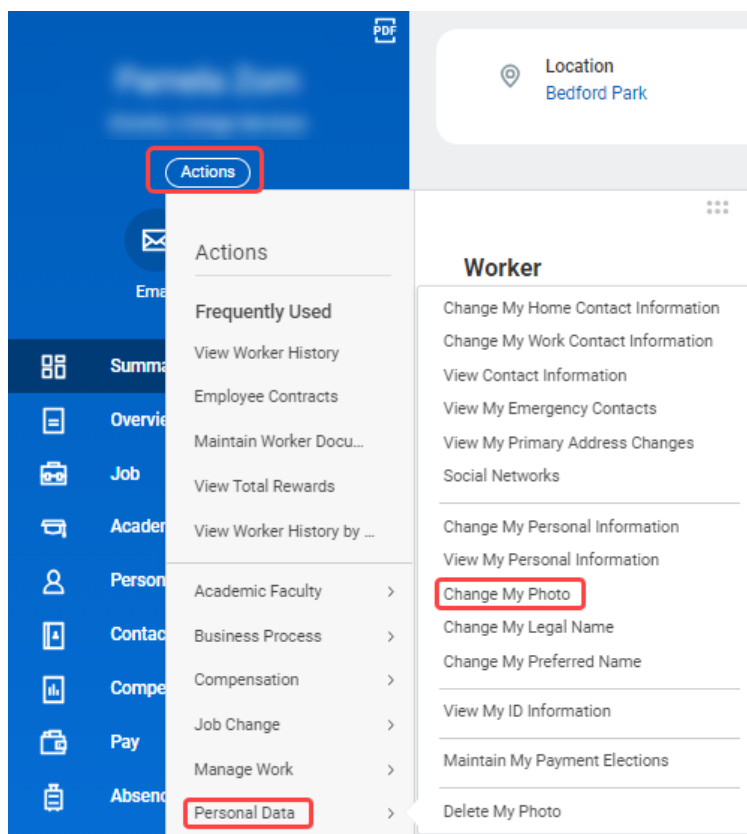


All staff and affiliates in Workday are required to have a portrait profile photo within Workday. You can update your profile photo at any time.

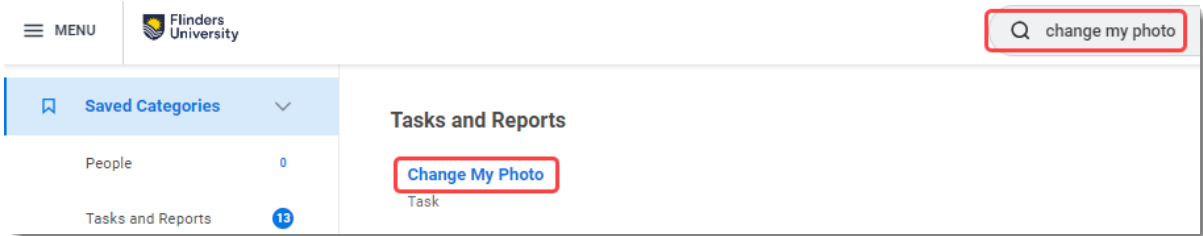
To change your profile photo, click on the *profile icon* and *View Profile*.



Select *Actions*, *Personal Data* , *Change my Photo*



Alternatively you can type “Change my photo” in the search bar and enter.



Drag your new profile photo from your data source and drop into the attachments area. Alternatively click on select file and choose your image.

NB. Please ensure your photo complies with the Photograph Guidelines.

Change My Photo

Photograph Guidelines

Please ensure that the photograph you upload meets the following requirements:

- The photograph is an appropriate, professional head shot (shoulders and above).
- The photograph is no more than two years old.
- Sunglasses and hats are not to be worn; only head coverings worn for religious reasons are permitted.
- Workday supports JPG, PNG and GIF formats for profile images.

Examples of photos that do not meet the guidelines include:

- caricatures
- group photos
- photos of pets

The photograph uploaded will appear in your Workday profile and is visible to anyone at Flinders University who is logged in to Workday.

By uploading the photograph you are confirming that it meets all of the photograph guidelines.

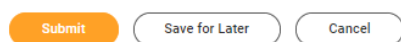
Current

No current photo.

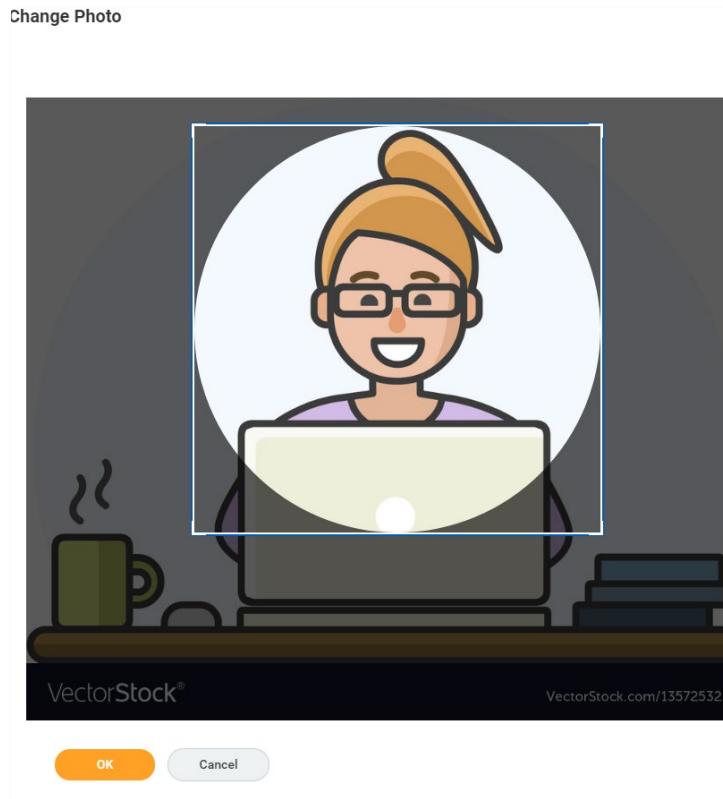


Proposed

Attachments *

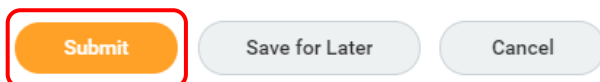


A circle will appear, move the circle to the desired position to centre your photo. Click on *OK*.



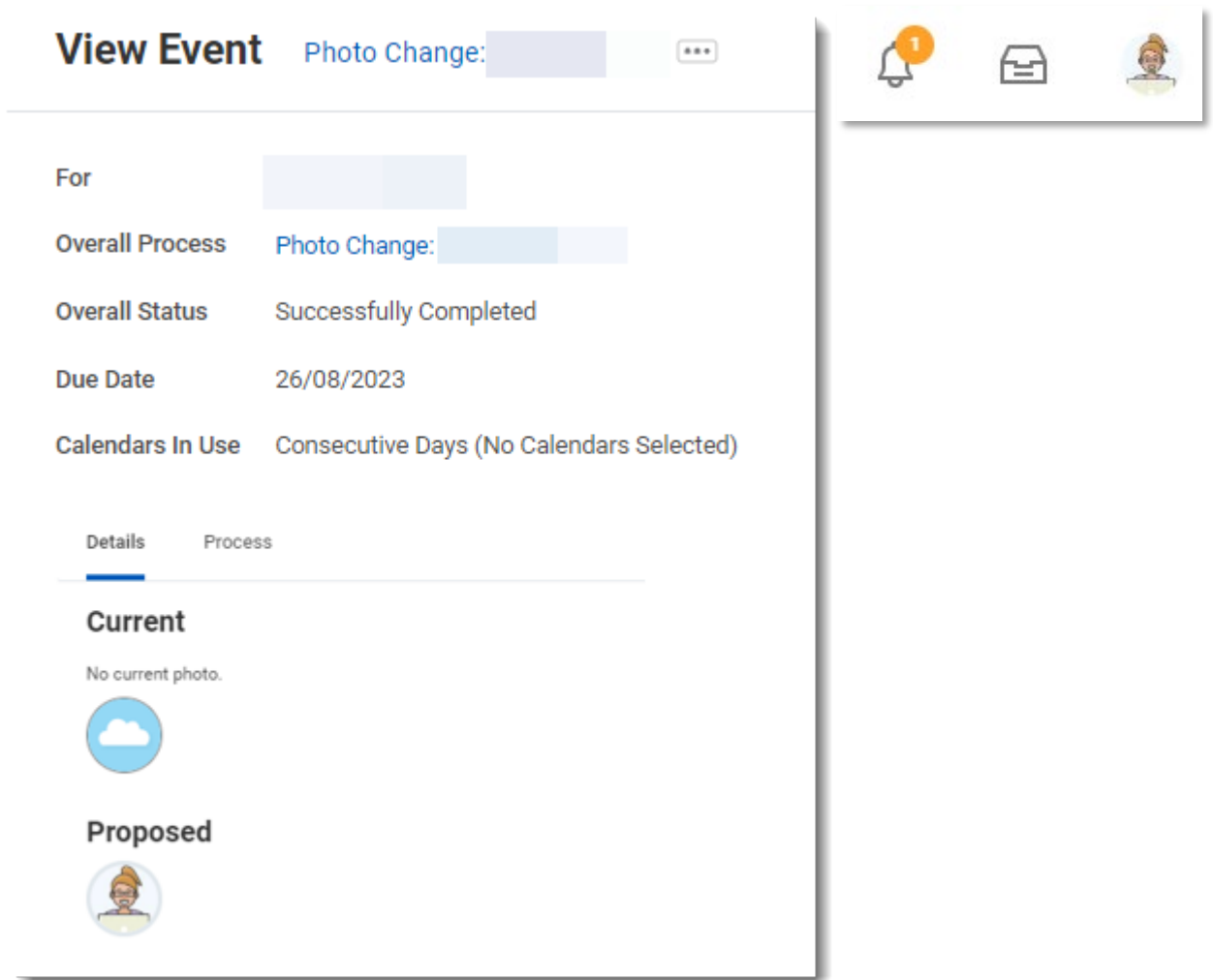
NB. the above image is for example purposes only – per the Photograph Guidelines caricatures cannot be used.

When you are happy with your new profile photograph, click on *Submit*.



You can go back at any time to change your photo.

Once you have submitted the request you will receive a notification in Workday. Click on the link in the notification to View Event details.



The screenshot shows the 'View Event' page in Workday. At the top, there is a header with 'View Event' and a 'Photo Change:' label followed by a blurred area. To the right of the header are three icons: a notification bell with a red '1', a printer icon, and a user profile icon. Below the header, the page is divided into sections. The first section is 'For' followed by a blurred area. The second section is 'Overall Process' with a 'Photo Change:' label and a blurred area. The third section is 'Overall Status' with the text 'Successfully Completed'. The fourth section is 'Due Date' with the text '26/08/2023'. The fifth section is 'Calendars In Use' with the text 'Consecutive Days (No Calendars Selected)'. Below these sections are two tabs: 'Details' (selected) and 'Process'. Under the 'Details' tab, there are two sections: 'Current' and 'Proposed'. The 'Current' section shows 'No current photo.' and a blue circular icon with a white cloud. The 'Proposed' section shows a circular icon with a user profile picture.