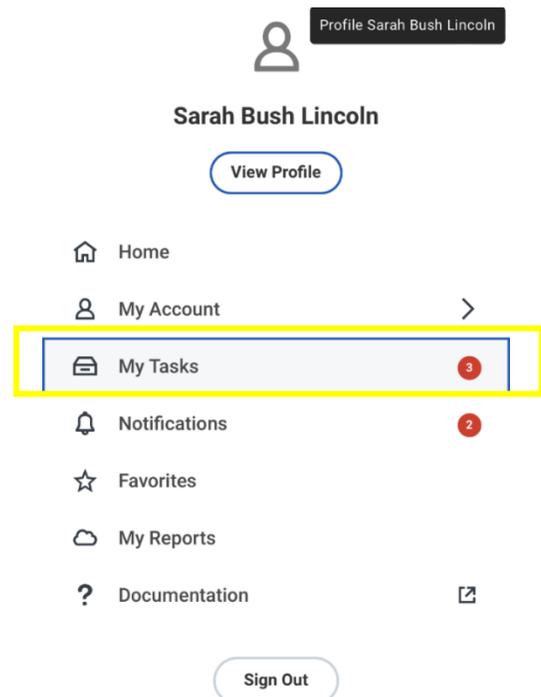
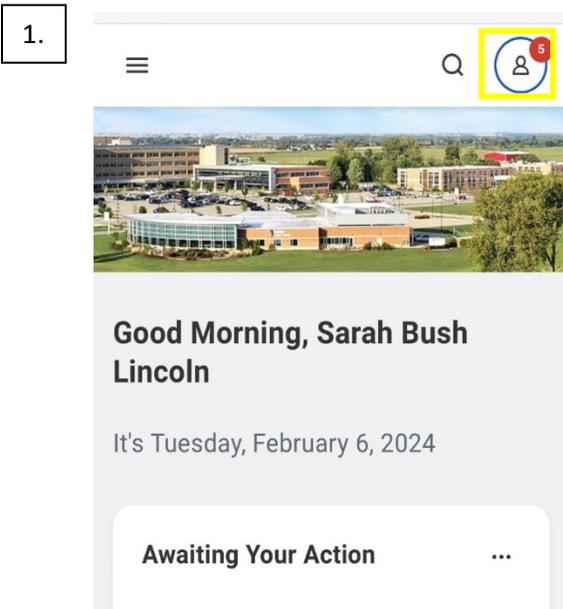


## Change My Photo

### Pre-Hire User Guide – Mobile

1. Once logged in to Workday, navigate to the person icon in the top right corner. Click “My Tasks”
2. Find task titled Change My Photo
3. Read the instructions CAREFULLY
4. Upload proper photo to Attachments
5. Submit for approval



3.

← Item 3 of 6



### Change My Photo



Created: 02/06/2024 | Due: 02/08/2024 |  
Effective: 02/07/2024

- Submit a color photo, taken in last 6 months
- Use a clear image of your face.
- Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Take off your eyeglasses for your photo.
- Use a plain white or off-white background.



Save for La...

Submit

No current photo.

4/5.

← Item 3 of 6



### Current

No current photo.



### Proposed

#### Attachments \*



IMG\_7272.jpeg

✓ Successfully Uploaded!



enter your comment



Save for La...

Submit



Created: 02/06/2024 | Due: 02/08/2024 | Effective: 02/07/2024