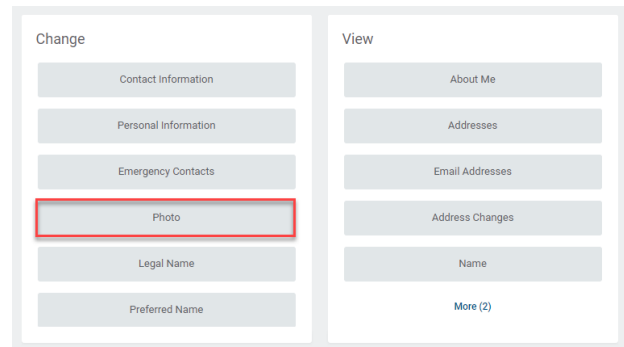| HOW DO I … Change My Profile Photo?	ABOUT THIS TASK: Describes how to change the profile photo?
AUDIENCE: All UBC Staff and Faculty.	DETAILED JOB AID: Change Photo

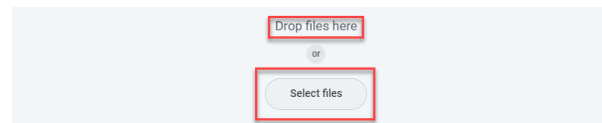**Note**: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On **Workday's home page**, *click* **Personal Information Worklet**.

2. From the **Change** tab, *s elect* **Photo.**

3. *Upload* your profile photo by *dragging* **the image file** onto the designated area on the screen or by *selecting* and *uploading* it on to the system.

4. *Click* S**ubmit.**

5. *Click* **Done**. Your Profile photo is updated.