



# Update Profile Picture



*The Update Profile Picture tip sheet is for All Employees.*

## Overview

In Workday, employees have the opportunity to upload a profile picture that is visible to others using the CHESS tenant “Workday”.

## Upload Profile Picture

1. Click on the **Profile** icon and select **View Profile**.
2. Select the **Actions** button under your name and position.
3. Mouse over **Personal Data** and select **Change My Photo**.
4. Select a picture file from your computer and drag it to the “Drop file here” area or select the **Select Files** button to identify the desired picture from your computer.

**NOTE:** Accepted file types include .JPG, .PNG, and .GIF. JPG and PNG are preferred. Limit file size to 1MB. Profile pictures must be of the employee’s uncovered face and appear professional.

5. Select **Submit**.

**NOTE:** Please check with your Human Resources department for acceptable profile photos.