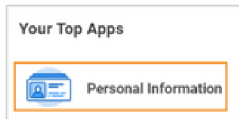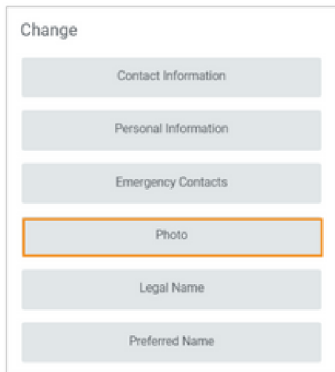# Add Your Photo to Your Workday Profile
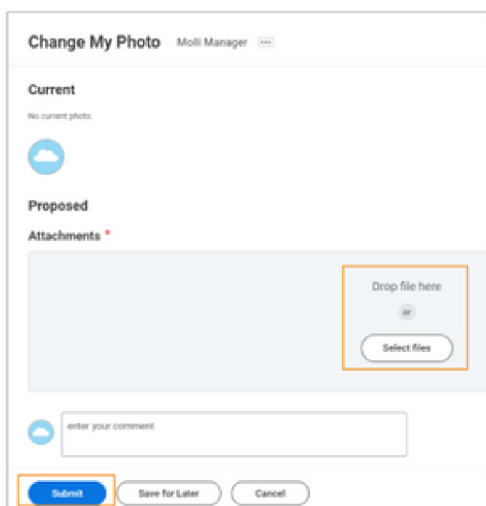
Step 1: From the Workday homepage, select **Personal Information** from the Your Top Apps section

Step 2: In the **Change** section, select **Photo**

Step 3: Drag and drop your photo file to the **Attachments** section and click **Submit**.

GUIDELINES

- Photo should be square and approx. 200 x 200 pixels.
- You will be able to center your photo in the profile circle, *similar to a Facebook Profile Photo.*
- Photo should be in-focus and **ONLY** include yourself (no family or pets).
- **Photo should be professional in facial expression and clothing.**
- Your photo can be updated as often as you like.

Example Profile Photo: