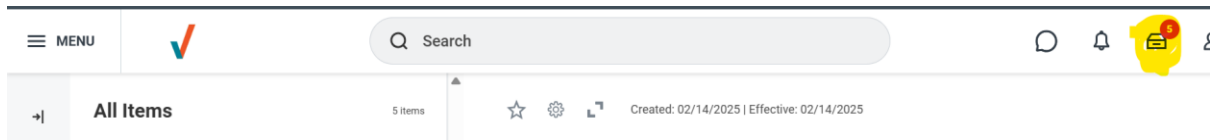- ◆ **Step 1: Log in to Workday**
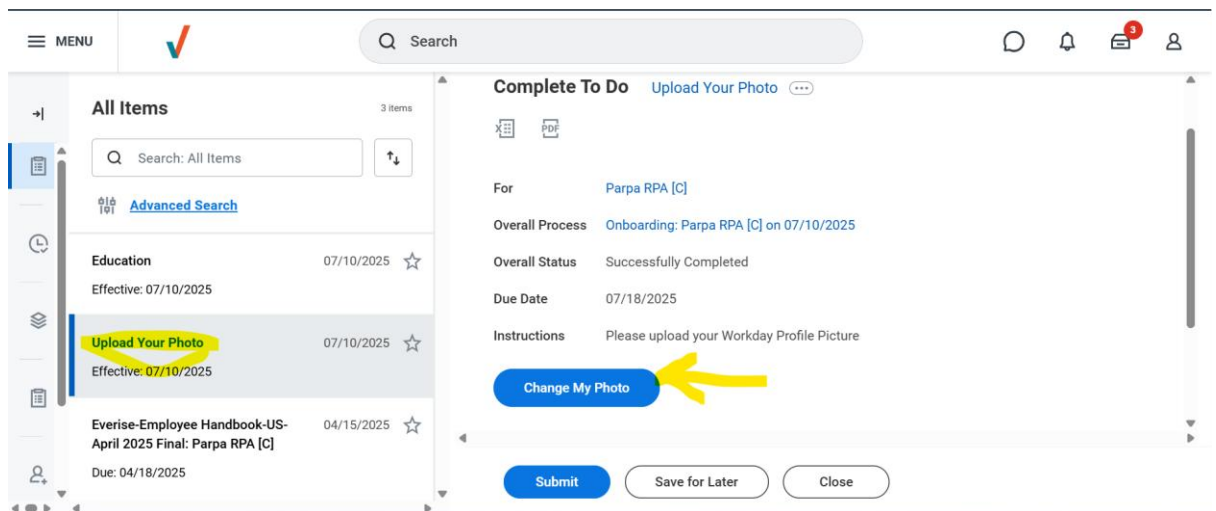
  - Go to your Workday

  - Enter your credentials and log in.

- ◆ **Step 2: Navigate to inbox > Right side corner**

- ◆ **Step 3: Access Photo upload**

  - In the left-side "**Upload Your Photo**".

  - Click on Change My Photo > upload photo > Submit

Current

No current photo.

Proposed

Attachments *

Drop file here

or

Select files

Submit   Save for Later   Cancel

☰ MENU   ✓   🔍 Search   ⭕ 🔔 📧³ 👤

All Items   3 items

🔍 Search: All Items   ↑↓

⚙ **Advanced Search**

Education   07/10/2025 ☆
Effective: 07/10/2025

Upload Your Photo   07/10/2025 ☆
Effective: 07/10/2025

Everise-Employee Handbook-US- 04/15/2025 ☆
April 2025 Final: Parpa RPA [C]
Due: 04/18/2025

☆ ⚙ ⤢   Created: 07/10/2025 | Effective: 07/10/2025

Complete To Do Upload Your Photo ⋯

📄 📄

For   Parpa RPA [C]

Overall Process   Onboarding: Parpa RPA [C] on 07/10/2025

Overall Status   Successfully Completed

Due Date   07/18/2025

Instructions   Please upload your Workday Profile Picture

Submit   Save for Later   Close