Tip sheet: *Change Your Photo*

From your Workday Inbox:

Hexcel is a global company with employees across the globe. To make interactions across distances easier, we are asking each employee to upload a photo into Workday.

Click on the **Change My Photo** action item in your inbox.

Click on the green button to open the photo upload window.

Select the paper clip icon to attach an image saved on your computer.

Note: *Please note the photo requirements and recommendations on size and format.*

Change My Photo Steel, Man Of (700465) ⋯

> ⓘ Please upload a professional photo of yourself, head and shoulders. Maximum image size is 1MB and a square aspect ratio of 200 X 200 works best for Workday. File formats supported are JPG, PNG, and GIF.
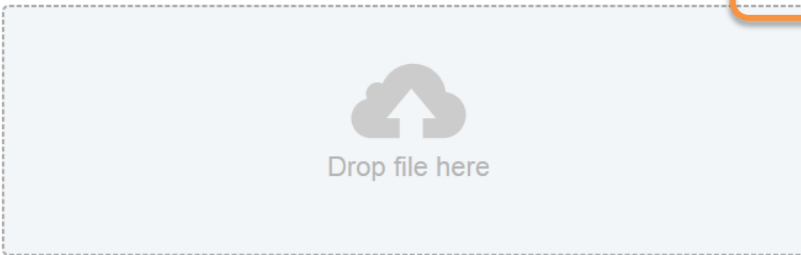>
> [Less]

Current

No current photo.

Proposed Attachments   [📎]

    ☁
    Drop file here

As with the other tasks in Workday, scroll to the bottom to find the green **Submit** button to finalize this task.

[Submit]   [Save for Later]   [Cancel]

This will take you to a screen notifying you that your picture has been sent to your HR office for approval. Click the orange **Done** button to move on to another task.

You have submitted Photo Change: Steel, Man Of (700465) ⋯

Up Next   **Do Another**

  HR Partner (Location)   Change My Photo
Approval by HR Partner (Location)

▷ **Details and Process**

[Done]