

Maintain Personal Information – Change Photo

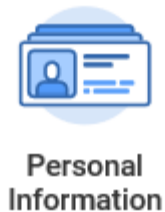
Overview

Use this process to update your employee profile photo in Workday.

Who Does This: Employee

Things to Know:

- You have the option to upload a photo of yourself to your employee profile page in Workday.
- Your employee profile photo should be a professional representation of yourself. A close-up photo of you from the shoulders up is appropriate and will be most useful to others.
- To upload your photo, you will need to have your photo saved on the computer you are working on. Alternatively, you may use your mobile photo to take and upload your photo.
- Your photo may be used by CoorsTek for these purposes:
 - Your photo will appear in your employee profile in Workday and will therefore be visible to all other CoorsTek staff members worldwide.
 - Your photo may be used for internal communications or presentations, including public displays or recognition boards at CoorsTek facilities or on the intranet.



Step 1

Choose the **Personal Information** worklet.

Change

Contact Information

Emergency Contacts

Photo

Legal Name

Preferred Name

Step 2

Click on **Photo**.

Change My Photo

Nina Newhire Actions

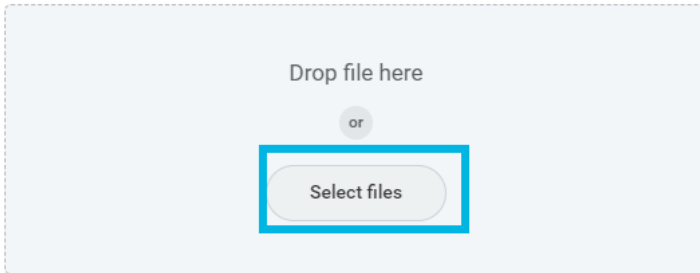
Current

No current photo.



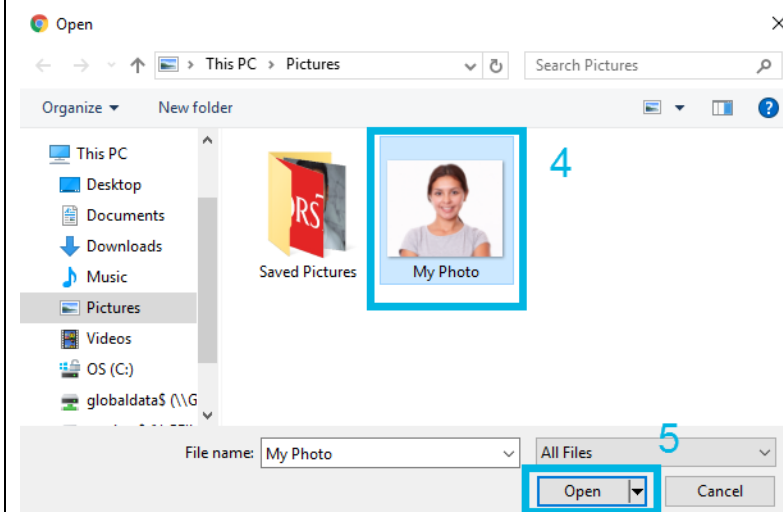
Proposed

Attachments *



Step 3

Click **Select files** to upload a photo saved on your computer.

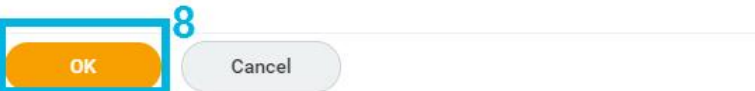
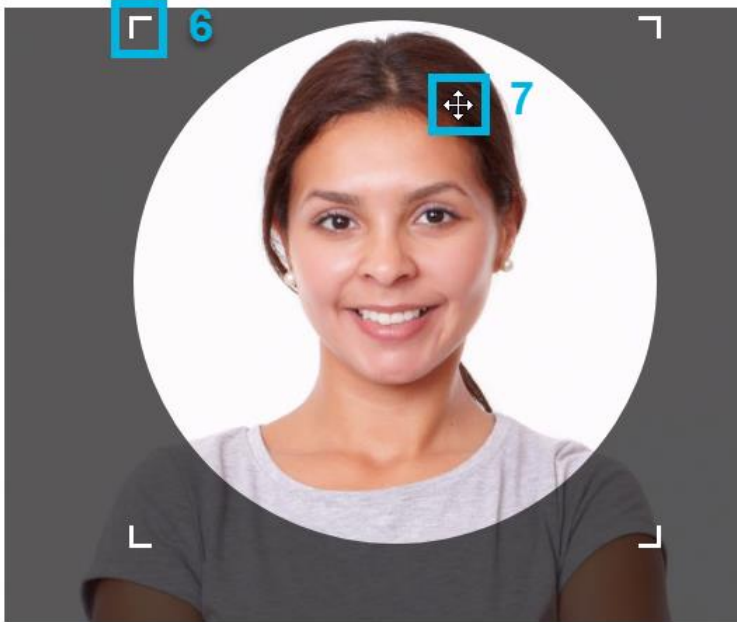


Step 4

Click on the photo you want to upload.

Step 5

Click **Open**.



The circle highlighting your photo shows what will appear in your employee profile.

Step 6

Click and drag the corners to change the size of the circle.

Step 7

Click within the circle and drag to change the position of the circle.

Step 8

Click **OK**.

Change My Photo

Nina Newhire Actions

You have the option to upload a photo of yourself to your employee profile page in Workday, which photo may then be used by CoorsTek for these purposes:

- Your photo will appear in your employee profile in Workday and will therefore be visible to all other CoorsTek staff members worldwide.
- Your photo may be used for internal communications or presentations regarding succession, strategic planning, talent management, and employee development or recognition, including public displays or recognition boards in CoorsTek's facilities and on CoorsTek's intranet.

Uploading a photo is entirely voluntary, and a decision not to upload your photo will not be viewed negatively by anyone at CoorsTek.

If you choose to upload your photo, you may later remove your photo at any time by accessing your employee profile in Workday or by emailing workday@coorstek.com

By uploading your photo, you confirm that you consent to the use of your photo for the purposes listed above.

Current

No current photo.



Proposed

Attachments *



My Photo.jpg





Step 9

Review the photo consent statement.

Step 10

Click **Submit**.

<p>You have submitted Photo Change: Nina Newhire Actions</p>	<p>Step 10 Click Done.</p>
<p> Process Successfully Completed</p> <p>Do Another Change My Photo</p> <p>> Details and Process</p>	
<p></p>	

FAQ's

What if I do not want to upload a photo? Uploading a photo is entirely voluntary, and a decision not to upload your photo will not be viewed negatively by anyone at CoorsTek.

What if I want to remove my photo? You may remove your photo at any time by accessing your employee profile in Workday or by emailing workday@coorstek.com.