

Add Your Photo

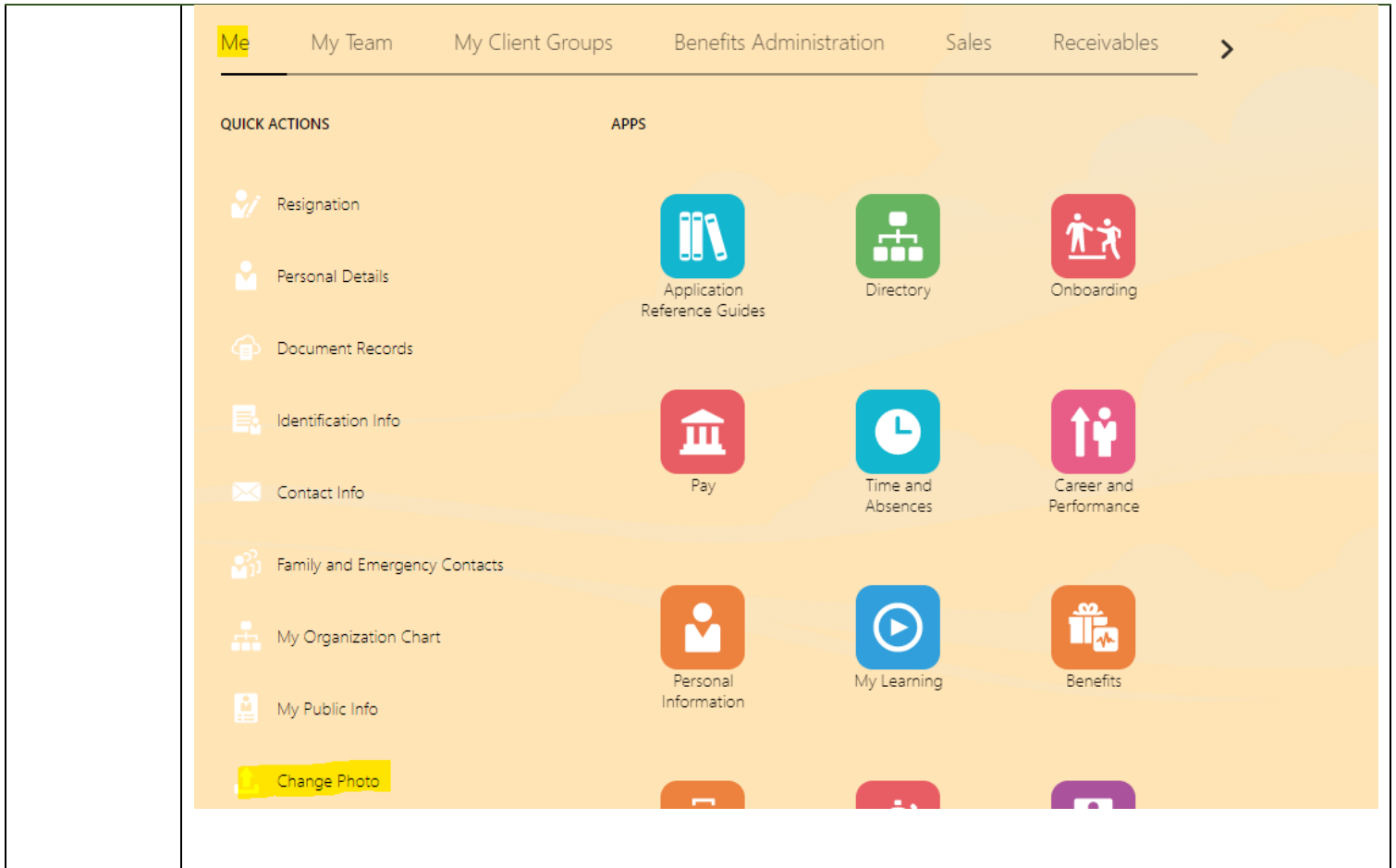
This process enables you to upload your photo into Oracle.

Audience: All

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Add Your Photo

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path Me > Change Photo <p>From the home screen:</p> <ul style="list-style-type: none"> • Click on “Me” to see more Employee Self-Service applications • Click on the “Change Photo” Icon under “Quick Actions”.

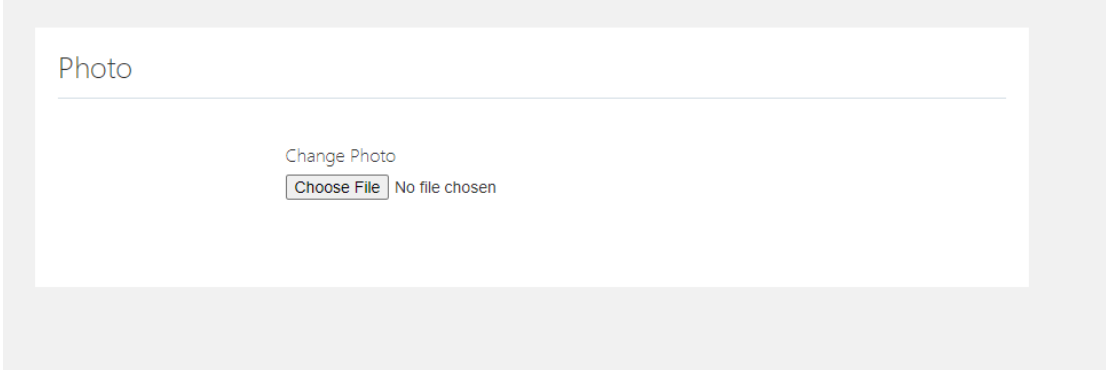


The screenshot shows the top navigation bar with tabs for 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Sales', and 'Receivables'. Below the navigation bar, there are two columns of icons. The left column is labeled 'QUICK ACTIONS' and includes: Resignation, Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, and My Public Info. The right column is labeled 'APPS' and includes: Application Reference Guides, Directory, Onboarding, Pay, Time and Absences, Career and Performance, Personal Information, My Learning, and Benefits. A 'Change Photo' button is highlighted in yellow at the bottom left of the grid.

2.0 Add Your Photo

Add Your Photo

- Select "Choose File".



The screenshot shows a large rectangular area with a light gray border. Inside, the word 'Photo' is at the top left. Below it is a horizontal line. In the center, there is a 'Change Photo' label above a 'Choose File' button. To the right of the button, it says 'No file chosen'.

- Using the file uploader, locate and select your photo.
- Crop as needed.

Photo

Change Photo

CClogo.png



- Once you are finished select “Save and Close” in the top right corner.