Change Profile Photo

Workday User Guide

Intended Audience: All Employees

To update your photo, you'll use the **GET app** (or website), which is connected to our ID Office software.

You do **not** need to request a new ID card (which has a $10 replacement fee). Instead, simply submit your updated photo through GET. Once your photo is approved by the ID Office, it will automatically flow into Workday through our system integration.

Below are the requirements for the photo:

- Is in color
- Was taken within the last six (6) months
- Uses a plain/solid background
- Is taken with a full-face view
- No hats or sunglasses

Technical requirements:

- JPEG (JPG), PNG OR GIF format
- Must be less than 1 MB file size
- Portrait (vertical) orientation)
- Approximately 240x320 pixels or other 3:4 aspect ratio (if possible). You will be able to crop/recenter the photo once uploaded.

The following steps will walk you through downloading the **GET app** and uploading your photo.

> **Note:** Once submitted, allow up to 3 days for processing.

Install the GET Mobile App on your Mobile Device

1. Download the **GET Mobile** app from the appropriate App Store.

   > **Note:** *Don't want to install the GET App, then log in at* https://get.cbord.com

2. Search for Dickinson College in the institution list.

3. Tap **Continue as Student** and login with your Dickinson credentials (username is your Dickinson email address).

4. Depending on the device, it may prompt you to enable a passcode/pin, Touch ID and/or Face ID to access the application.

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Upload your photo

1. In the **GET Mobile app**, click **More** on the lower menu.
2. Tap **Settings**.
3. Tap **Upload**.
4. Either **Take a photo** or **Choose an existing photo**.
5. Crop/recenter the photo as needed.
6. Tap **Submit Photo for Review**.
7. You will be ***notified by email*** when your photo is accepted (or rejected).

Support: Still have questions?

Need help? Contact the Helpdesk at (717) 245-1000 or helpdesk@dickinson.edu.