

STAFF/FACULTY

Request PSC ID Card

Add Photo to Workday

Before requesting your new PSC ID card via Workday, you must add a photo to your profile. Unlike students, we do not require approval for staff and faculty photos, however, see the preferred requirements below.

Photo Requirements

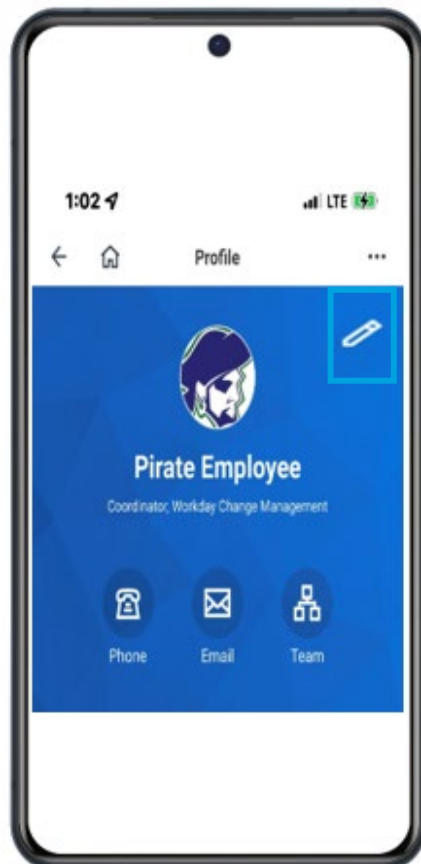
- A recent passport-style photo of yourself only.
- You must be facing the camera.
- Eyes visible.
- No filters.
- No hats.
- No sunglasses.
- A light-colored background.

1. Click the person icon, or your picture, if you've already uploaded a photo and want to change it.



2. Click *View Profile*.
3. Click *Actions*, then *Personal Data: Change My Photo*.

Note: If you're using a mobile device, click the profile image. Then click *View Profile*. Click the pencil icon on your profile.



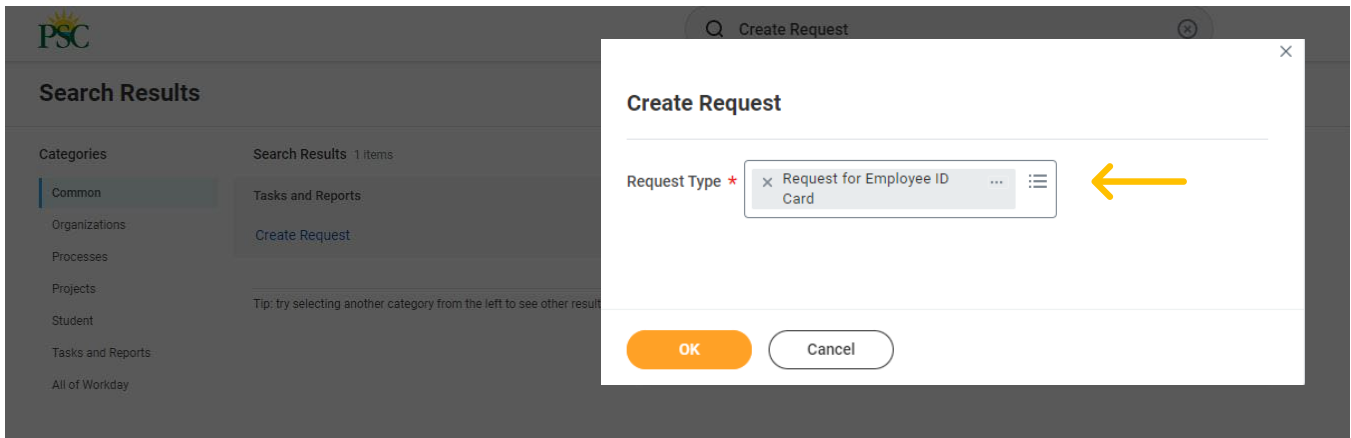
Like many tasks in Workday, there are several ways to complete the same objective. Another option is to search for the *Change My Photo* task in the search bar.

4. Upload a photo saved on your computer or mobile device and click **Submit**.

Request PSC ID in Workday

Once your photo is updated, you can request a new PSC ID card in Workday.

1. In the search bar of your Workday account, type *Create Request*.
2. Click the *Create Request* task.
3. Type ID. Hit enter and select *Request for Employee ID Card*. Click **OK**.



4. Complete all required fields:
 - First and last name.
 - Employee ID number.
 - PSC Email.
 - Work Phone number.
 - Select the PSC location for pickup.
5. Click **Submit**.

When your request is complete, you will receive a notification in Workday with details about availability and can pick it up from the location you requested. To verify your identity, bring a valid government-issued ID to pick up your ID card. If you prefer having your photo taken and printed simultaneously, visit the front desk at the Registration Center in building 2 on the Pensacola Campus, 1000 College Blvd.