

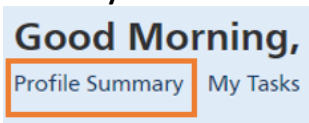
UPLOAD, CHANGE, OR DELETE YOUR PROFILE PHOTO

Employees may add or update their profile photo within Paycor. Photos from an employee's ID badge will be used as your default photo, but you may choose to update this. This photo will be visible to others in the organization so you should select a professional, work-appropriate photo.

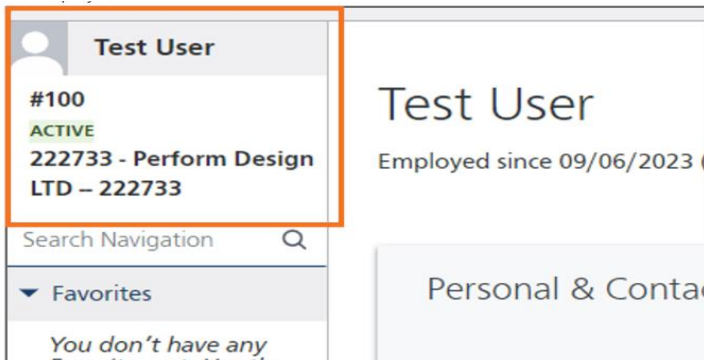
To begin, log in to Paycor at www.augustana.edu/Paycor. A reminder that you will need to use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo process.

UPLOAD AN EMPLOYEE PHOTO

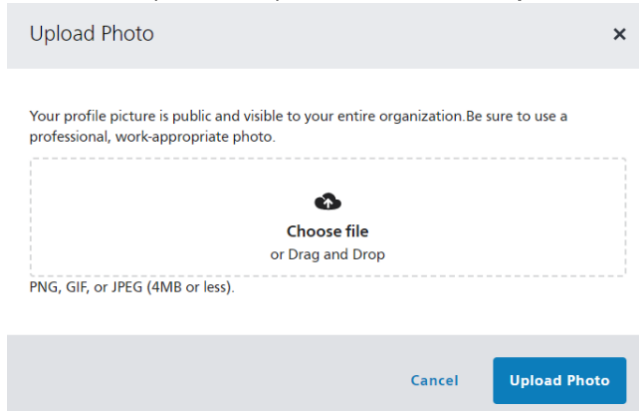
1. After you log into Paycor, in the upper left corner of the screen, the Paycor logo, click **Profile Summary**.



2. Once in your profile, in the upper left corner you will see your name and either a person icon (if there is no photo) or your current photo.



3. Click on the person or photo icon and an **Upload Photo** pop up window will appear

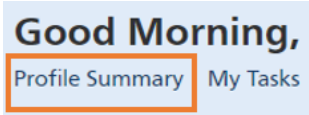


4. Click on the **Choose File** option to search for a photo to upload, or use the **Drag & Drop** feature to drop your photo file into the window.

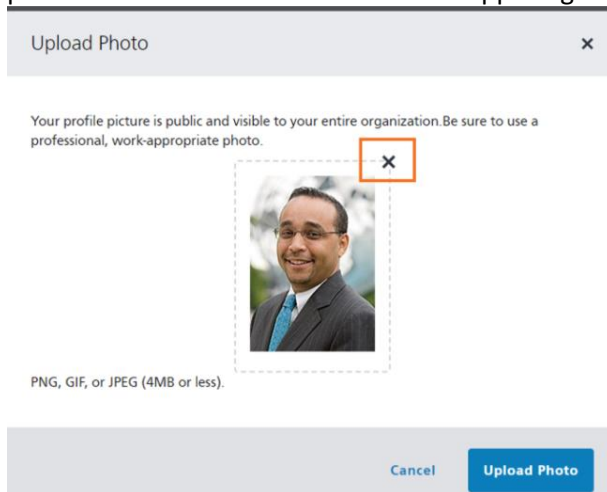
- a. The accepted file types are PNG, GIF, or JPEG.
 - b. The photo size limit is 4MB. You'll get an error if you attempt to load a larger file size. To lower the file size, consider cropping the photo, lowering the photo resolution, or changing the file type.
5. Click the **Upload Photo** button to complete and close the pop up window.

CHANGE OR DELETE AN EMPLOYEE PHOTO

1. Following the instructions above to your **Profile Summary**. Once in your profile, you will see your name and current photo in the upper left corner.



2. Click on the photo and an **Upload Photo** pop up window will appear. You will see your current photo in this box. Click on the **X** in the upper right corner of the current photo to delete it.



3. If you only need to delete the photo you can now click **Upload Photo**. If you need to add a new photo, follow the steps above to either **Choose a File** or **Drag and Drop** your new profile photo, then press **Upload Photo**.