

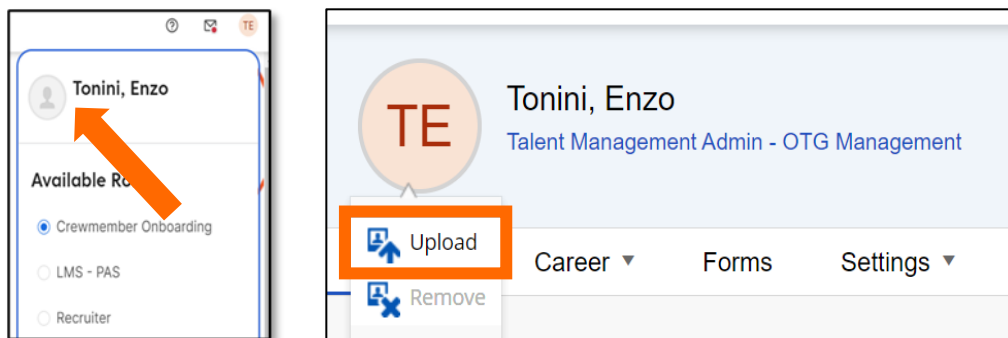
Adding and Updating Headshots

Why is this important?

Our operations cover large areas, and our Crewmembers work varied shifts, so it is difficult for everyone to know who's who. Adding a profile picture to your OTG accounts helps other Crewmembers recognize you and helps put names to faces.

How do I do this in Dayforce?

Sign in under your **Crewmember role** in the top right-hand corner. To navigate to your profile, click on the **avatar circle** in the pop-out box. When in your profile, click your **avatar circle again**, then click **Upload**. Select your desired photo to update your profile!



How do I do this in Microsoft (Outlook, Teams, etc.)?

[Follow this link for a quick instruction video](#)

How do I remove/add a background?

[Follow this link to add/remove background for assistance](#)

If there is no background, you still need to remove a background to add a background.

[Here you will find OTG branded backgrounds to add to your picture!](#)

What if I don't have a headshot?

[This LinkedIn article](#) offers some great tips (maybe update your profile pic there too while we're talking about it...)

TL/DR

- Pair up with a partner and help them get a great snap too
- Take TONS of pictures
- Portrait mode is your friend