

## Changing Your Name

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

### Change Your Legal Name:

Click on the *Personal Information Application*:

1. Click **Legal Name** under *Change*

There are several fields on this page. Navigate through the appropriate fields to edit your legal name.

*\*Please Note – You need to attach a copy of your new social security card with proof of your legal name change.*

When all additions and changes are complete, click **Submit** at the bottom of the page.

To return to the *Workday Homepage*, click on the **Workday** icon at the top of the screen.

### Quick Tips:

Other ways to access *Change Your Legal Name*:

- Use the *Search Box* to search for: *Change My Legal Name*
- You can also access *Change Your Legal Name* by:
  1. Click on **Your Icon** in the top right hand corner of the *Workday Homepage*
  2. Click on the **View Profile** hyperlink
  3. Click on the **Actions** button
  4. Hover your mouse over the **Personal Data** hyperlink
  5. Click on **Change My Legal Name**

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

### Change Your Preferred Name:

Click on the *Personal Information Application* :

1. Click **Preferred Name** under *Change*

*\*Please Note:*

- If you want your preferred name to match your legal name, check the *Use Legal Name As Preferred Name* box
- If you want to change your preferred name to be different from your legal name, uncheck the *Use Legal Name As Preferred Name* box

There are several fields on this page. Navigate through the appropriate fields to edit your preferred name.

When all additions and changes are complete, click **Submit** at the bottom of the page.

### Quick Tips:

Other ways to access *Change Your Preferred Name*:

- Use the *Search Box* to search for: *Change My Preferred Name*
- You can also access *Change Your Preferred Name* by:
  1. Click on **Your Icon** in the top right hand corner of the *Workday Homepage*
  2. Click on the **View Profile** hyperlink
  3. Click on the **Actions** button under your name
  4. Hover your mouse over the **Personal Data** hyperlink
  5. Click on **Change My Preferred Name**