

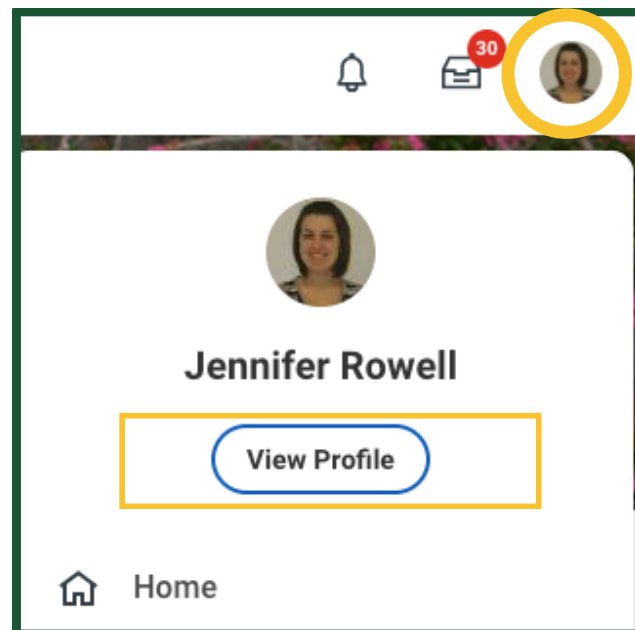
Legal Name Change

Overview

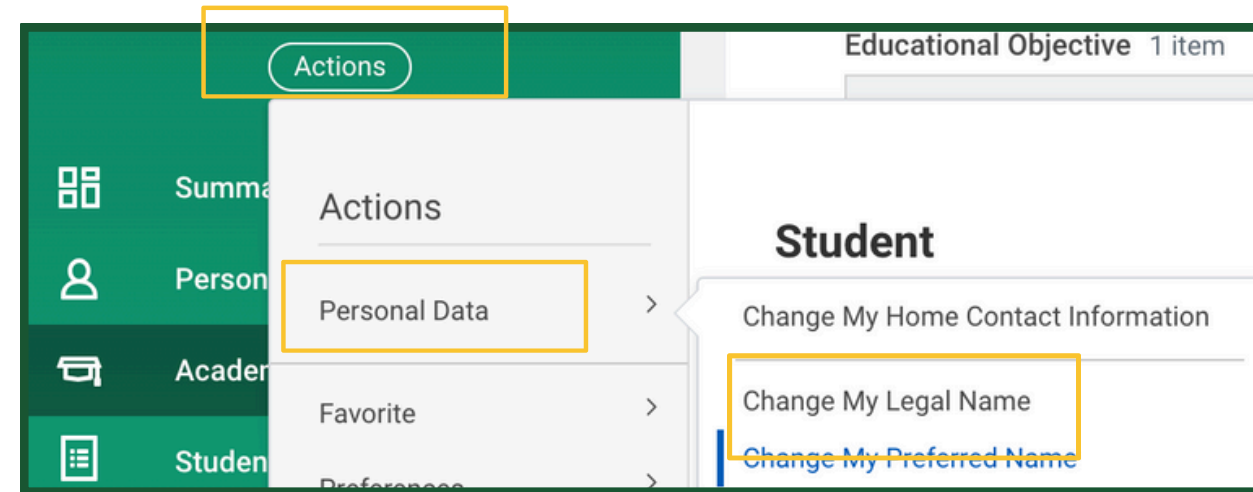
This quick reference guide will cover how to update your legal name in Workday

Process

1. In Workday, navigate to your profile by selecting your profile picture and then **View Profile**.



2. Select **Actions > Personal Data > Change My Legal Name**.

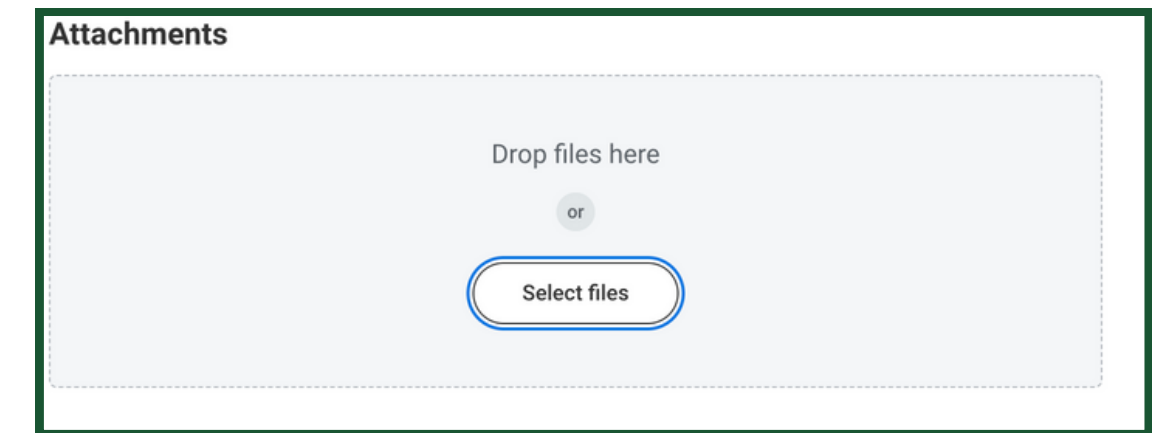


3. Update the information. NOTE: Your legal name must match what is displayed on your current Social Security Card.

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Effective Date *	<input type="text" value="10/22/2024"/>
Country *	<input type="text" value="United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text" value="Roomie"/>
Middle Name	<input type="text" value="D"/>
Last Name *	<input type="text" value="Lion"/>
Suffix	<input type="text"/>

4. Upload a copy of your security card and legal documentation (marriage license, divorce decree, court order) authorizing name change.



5. Enter a brief description and choose **Legal Name Change** as the category. Then press **Submit**.

Attachments

	athletics-lion-spirit.png ✓ Successfully Uploaded!
Description	<input type="text"/>
Category *	<input type="text" value="Legal Name Change"/>