

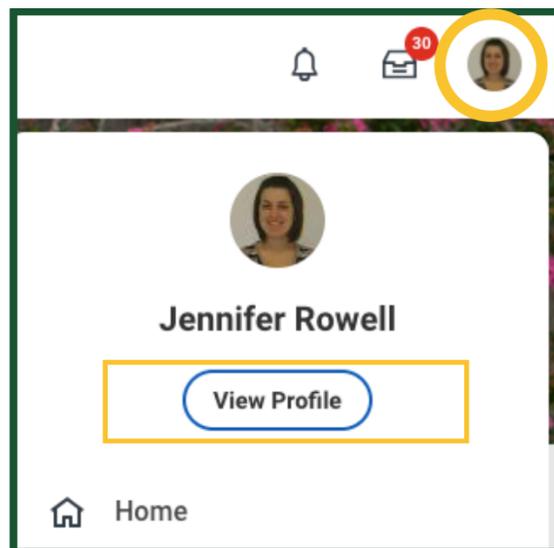
Preferred Name Change

Overview

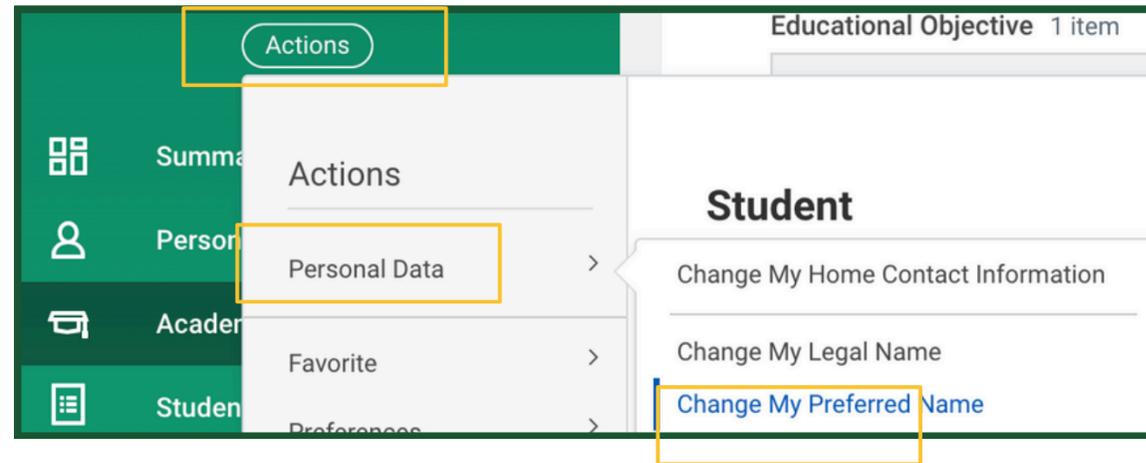
This quick reference guide will cover how to update your preferred name in Workday

Process

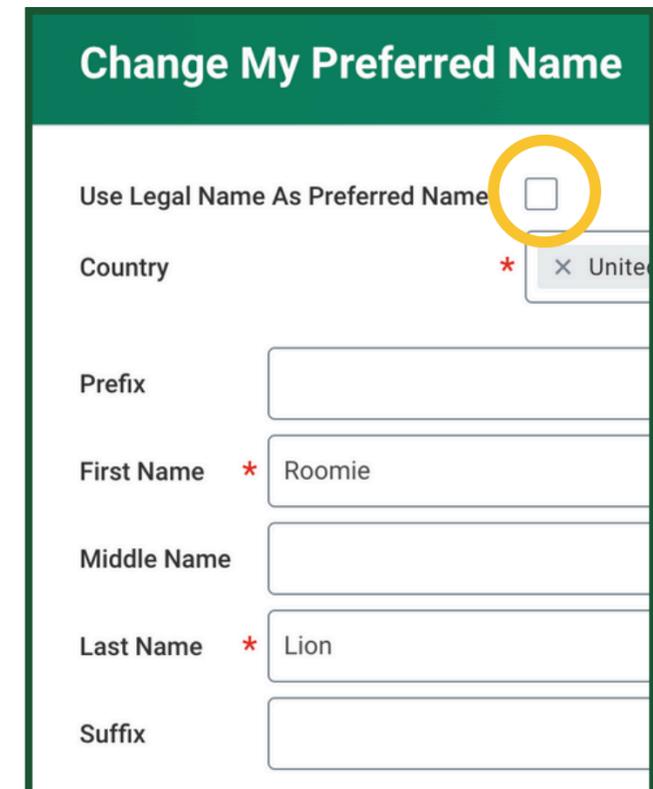
1. In Workday, navigate to your profile by selecting your profile picture and then **View Profile**.



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



3. Uncheck **Use Legal Name As Preferred Name** and fill in your preferred name. When complete, press **Submit**.



A screenshot of the 'Change My Preferred Name' form. The form has a green header with the title 'Change My Preferred Name'. Below the header, there is a checkbox labeled 'Use Legal Name As Preferred Name' which is unchecked. To the right of the checkbox is a dropdown menu for 'Country' with 'United States' selected. Below this are input fields for 'Prefix', 'First Name' (with a red asterisk), 'Middle Name', 'Last Name' (with a red asterisk), and 'Suffix'. The 'First Name' field contains 'Roomie' and the 'Last Name' field contains 'Lion'.