



# Changing Your Preferred Name

This document contains instructions in the following areas for changing your preferred name:

- Overview
- Changing Your Preferred Name



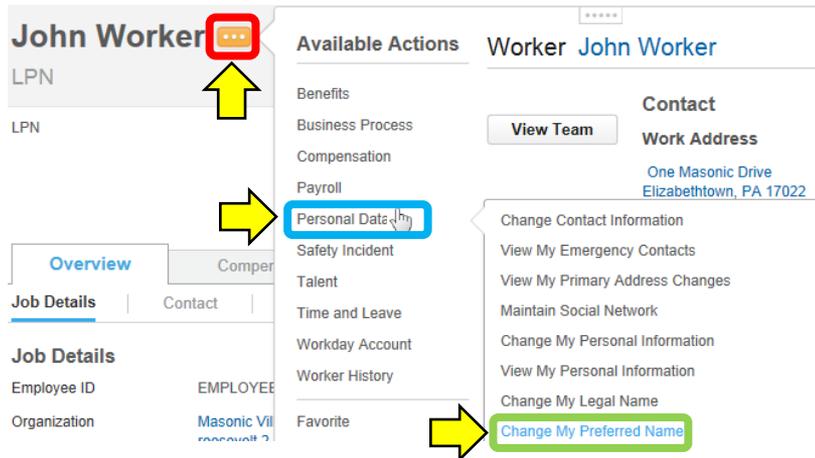
## Overview

If you prefer to go by a name other than your legal name you may change your preferred name within Workday. Your legal name is still maintained in Workday and you can switch your preferred name back to your legal name at any time.

There are many means to get to where you can change your preferred name. Two methods will be shown in these instructions: using the Related Actions off of your Workday Profile screen and using the Workday Landing Page.

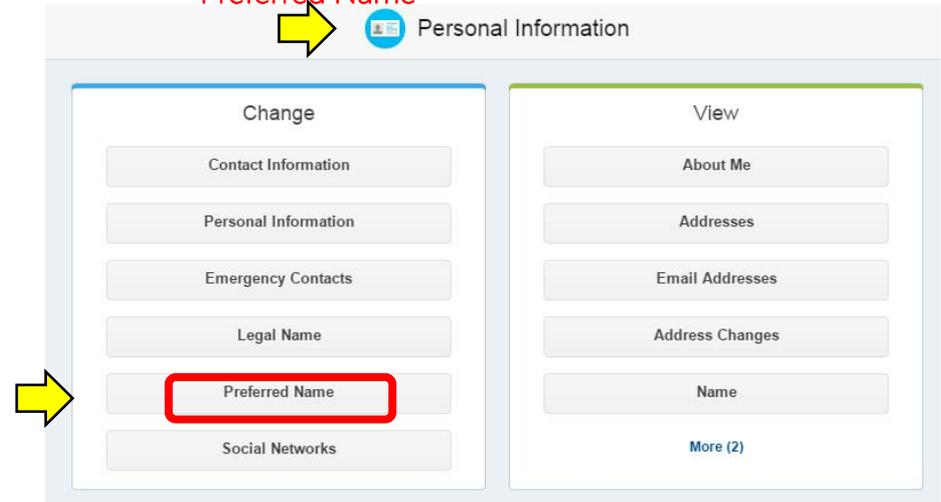
### Workday Profile Screen

Select the **related actions icon** -> **Personal Data**  
-> **Change My Preferred Name**



### Workday Landing Page

Click the **Personal Information Worklet** -> **Change** -> **Preferred Name**





## Changing Your Preferred Name

1. On the Change My Preferred Name screen modify the **Name Field** you wish to change to a preferred name. *If you previously changed your preferred name and wish to revert back to your legal name, place a checkmark in the **Use Legal Name As Preferred Name** checkbox.* When finished, click **Submit**.

### Change My Preferred Name John Worker ...

Use Legal Name As Preferred Name



Country \* United States of America

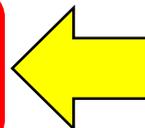
Prefix search

First Name \* Johnny

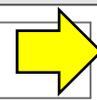
Middle Name Q

Last Name \* Worker

Suffix search



enter your comment



Submit

Save for Later

Cancel



Please use common sense and maintain professional etiquette when choosing to change your preferred name. Names that are deemed inappropriate will be removed and the legal name will be set as the preferred name.





## Changing Your Preferred Name

2. The Process Completed Successfully screen will appear. Click Done.

You have submitted Preferred Name Change: Johnny Worker ...



Process Successfully Completed

**Do Another**

[Change My Preferred Name](#)

▶ **Details and Process**



Done

