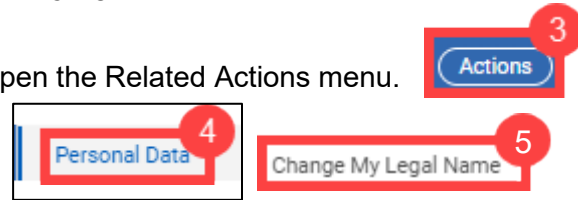


# Change Legal Name and Preferred Name

Employees can make changes to legal name within myURHR. If you are a student who needs a legal name change, please contact the Student's Registrar. Employees may also change preferred name which is how the worker's name is displayed in Workday.

## Change Legal Name

1. From the Workday Home Page, select the **Profile** icon.
2. Select **View Profile**.
3. Hover to the **Actions** icon and select to open the Related Actions menu.
4. Hover over **Personal Data**.
5. Select **Change My Legal Name**.
6. Enter **Effective Date**.
7. Enter name data fields. The fields **First Name** and **Last Name** are required.

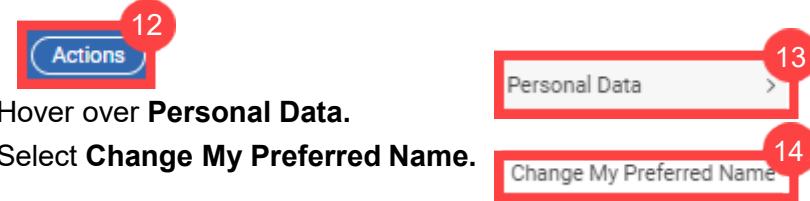


8. Under Attachments, drop files or choose **Select files**. For changes to first or legal names, a scanned copy of a social security card or government ID with the new legal name is required.
9. Select **Submit**.

Your legal name change request has been submitted for review. Once the request is reviewed and approved, the legal name change is complete and reflected on your worker profile.

## Change Preferred Name

10. From the Workday Home Page, select the **Profile** icon.
11. Select **View Profile**.
12. Hover to the **Actions** icon and select to open the Related Actions menu.



13. Hover over **Personal Data**.
14. Select **Change My Preferred Name**.
15. Select the checkbox by **Use Legal Name As Preferred Name** if that is your preference.



16. If you are not using your legal name as your preferred name:
  - a. Leave the checkbox unselected or unselect it.
  - b. Enter name data fields as shown in step 7.
17. Select **Submit**.

Your preferred name change request is complete and reflected on your worker profile.