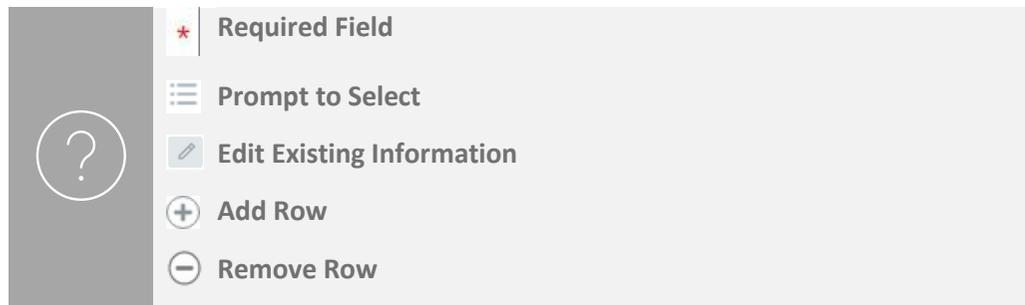


Personal Information: Preferred Name

Overview

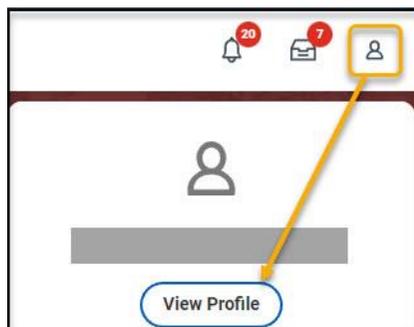
This quick reference guide covers how to view and edit your preferred name in Workday.

Icons:

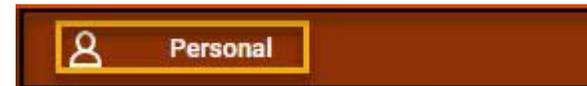


View Preferred Name

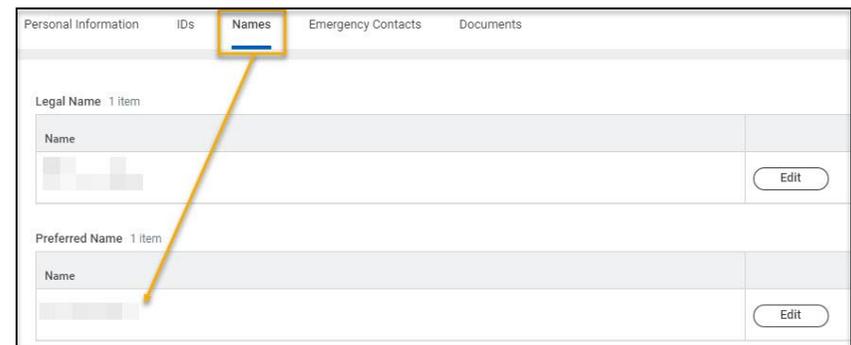
1. After logging into Workday, click the photo icon at the top right corner, as shown below, then click on the View Profile button.



2. On the left side of the screen, you will see a list of sections. To update your Personal Information, click on the **Personal** menu item.



3. On **Personal Information** section of your profile, click on the **Names** tab to view your preferred name.



Edit Preferred Name

1. If you wish to edit your preferred name, click **Edit**.



Personal Information: Preferred Name

2. To edit information, first uncheck the **Use Legal Name as Preferred Name** box, which will make the information display as editable. Make all desired changes.

3. If you are currently using a preferred name and wish to remove it, select the box next to **Use Legal Name as Preferred Name**.
4. Click **Submit** to complete the process.