



## Preferred Name Changes in Workday



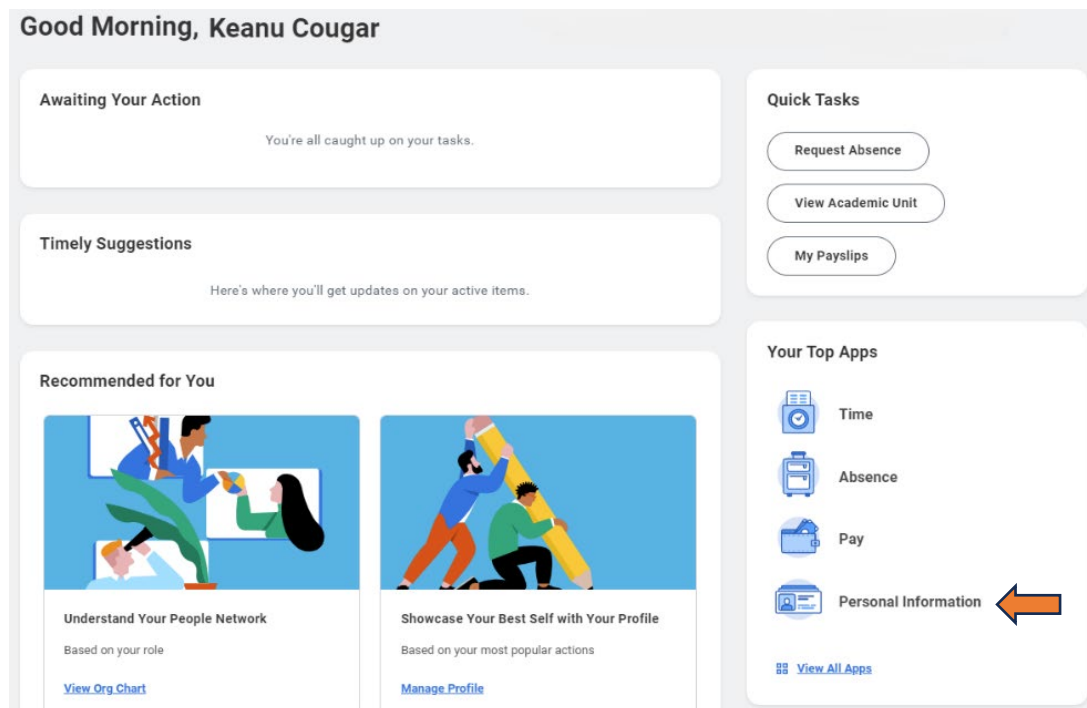
**This Kean Workday MyGuide is intended for the following users:**

All Kean University Employees

# Changing your Preferred Name

## Step 1

From the home page, click on the “Personal Information” app.



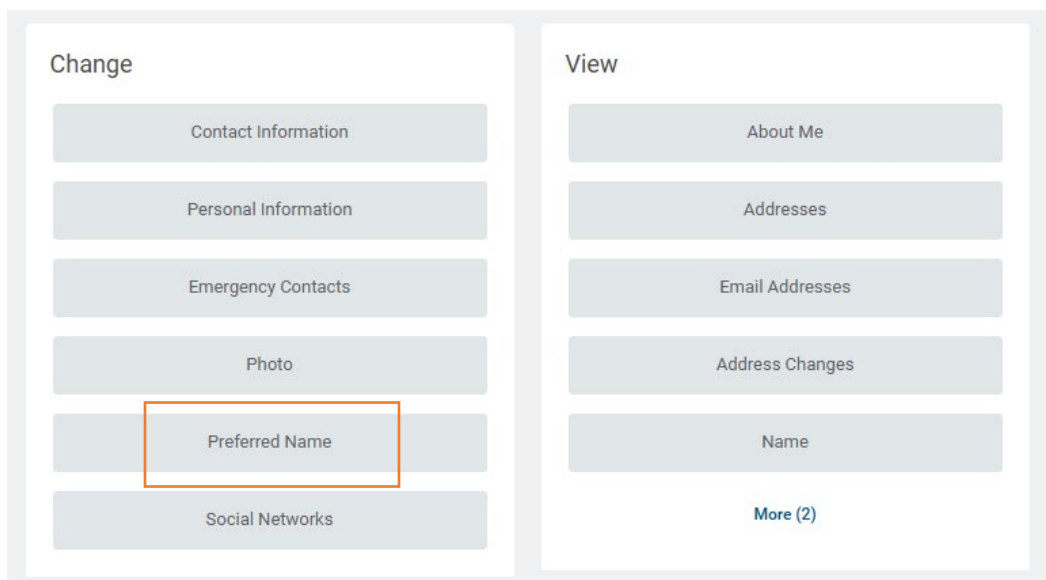
**\*\*Note that not all homepages are the same, therefore your icon may not be in any particular location. If you select “View All Apps”, The section you are looking for says “Personal Information”.**



**Personal Information**

## Step 2

**Under the Change section, navigate to Preferred Name.**



### Step 3

#### Change My Preferred Name

Keanu Cougar ...

Use Legal Name As Preferred Name ☐ ←

Country \*

**Uncheck the default setting “Use Legal Name as Preferred Name”. You will then be able to make changes to your preferred name.**

### Step 4

#### Change My Preferred Name

Keanu Cougar ...

Use Legal Name As Preferred Name ☐

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

enter your comment

**Enter your desired preferred name in the text boxes. Click Submit at the bottom of the page when you are done.**

Submit

Save for Later

Cancel

**After submitting, your Preferred Name Change request will go through an approval process. Once approved, your preferred name will appear in Workday.**