KEAN | workday

My Guide

Preferred Name Changes in Workday



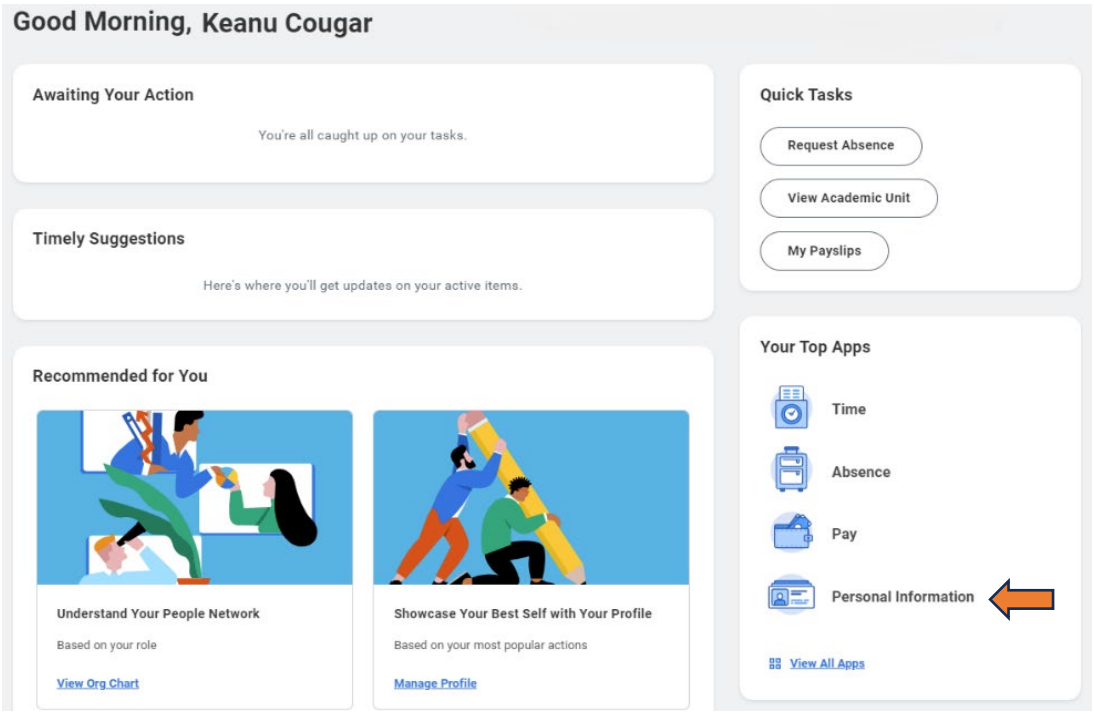
This Kean Workday MyGuide is intended for the following users:

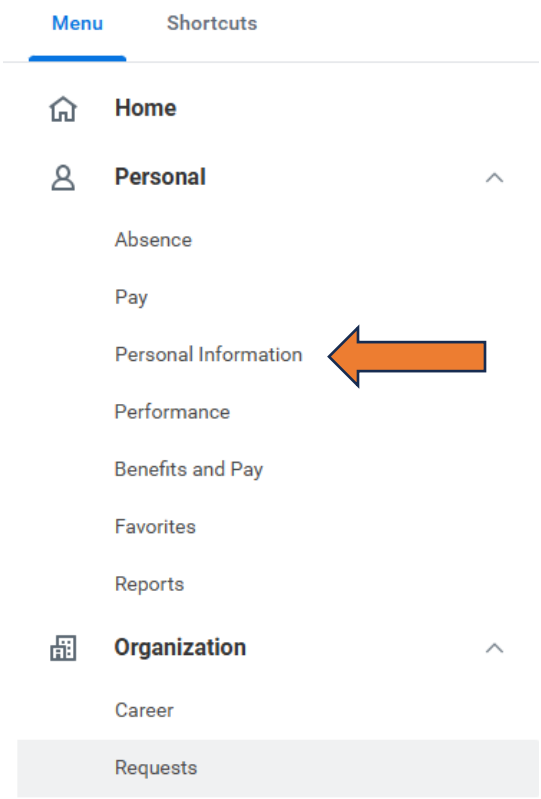
All Kean University Employees

Changing your Preferred Name

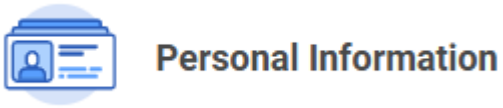
Step 1

From the home page, click on the "Personal Information" app.



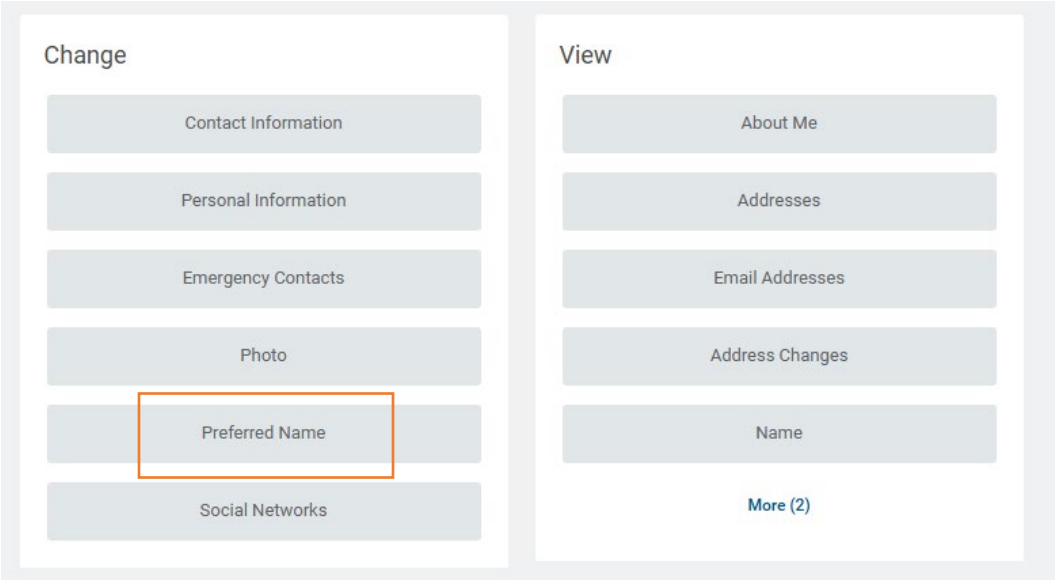


****Note that not all homepages are the same, therefore your icon may not be in any particular location. If you select "View All Apps", The section you are looking for says "Personal Information".**

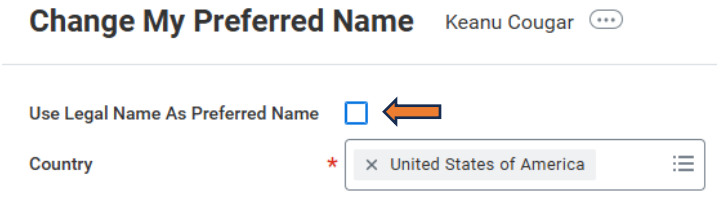


Step 2

Under the Change section, navigate to Perferred Name.

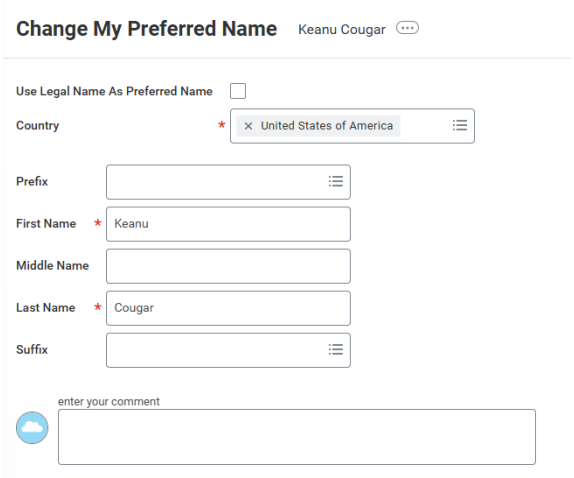


Step 3



Uncheck the default setting "Use Legal Name as Perferred Name". You will then be able to make changes to your perferred name.

Step 4



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



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