

Preferred Name Changes in Workday



<u>The Kean | Workday MyGuide is intended for the</u> <u>following users :</u>

All Kean University Employees

Kean University - Office of Human Resources - (908) 737 - 3300 - workday@kean.edu



Preferred Name Changes in Workday

Steps: 6 total

Step 1: From your landing page, go to the Personal Worklet Icon.

Step 2: Navigate to Change Preferred Name

Step 3: Uncheck the default setting "Use Legal Name as Preferred Name" A box will open for you to make changes to your defaulted legal name that will become your preferred name in Workday

Step 4: Enter your desired preferred name in the text boxes.

Step 5: Click the Orange Submit button at the bottom of the page.

Step 6: Navigate to your Employee Profile to verify that your Preferred Name accurately displays



My Guide - Preferred Name Changes in Workday

Personal Information	Change	Step 2
	Contact Information	
	Personal Information	Navigate to Change Preferred Name
	Emergency Contacts	
	Photo	
	Legal Name	
\rightarrow	Preferred Name	
	Social Networks	
	Less (2)	
		2

Change My Preferred Name	Meaghan Lenahan 🚥			
Use Legal Name As Preferred Name				

Step 3 Uncheck the default setting "Use Legal Name as Preferred Name" A box will open for you to make changes to your

defaulted legal name that will become your preferred name in Workday

Change My Preferred Name Meaghan Lenahan			
Use Legal Name As Preferred Name Country * United States of America			
Prefix			
First Name * Matthew			
Middle Name			
Last Name * Lenahan			
Suffix			
enter your comment			



Enter your desired preferred name in the text boxes.

	Step 5
Submit Save for Later Cancel	Click the Orange Submit button at the bottom of the page
You have submitted View Details	You will be returned to the home page of the Personal Worklet, but will see a confirmation that the change was made.





Navigate to your Employee Profile to verify that your Preferred Name accurately displays.

Important things to note:

- Upon logging in to Workday, the landing page will still say "Welcome, Legal Name."
- The system will no longer display your legal name to outside users. When searching for your legal name, the search will return your record with your preferred name. See an example of search results below: