

# **Preferred Name Changes in Workday**



<u>This 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

# Changing your Preferred Name

#### Step 1

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

Awaiting Your Action		Quick Tasks
You're all caught up on your tasks.		Request Absence
		View Academic Unit
Timely Suggestions		My Payslips
Here's where you'll g	et updates on your active items.	
		Your Top Apps
Recommended for You		<b>A</b>
		I ime
		Absence
		Pay
Understand Your People Network	Showcase Your Best Self with Your Profile	Personal Information
Based on your role	Based on your most popular actions	88 View All Apps
View Org Chart	Manage Profile	



\*\*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** 

Change	View
Contact Information	About Me
Personal Information	Addresses
Emergency Contacts	Email Addresses
Photo	Address Changes
Preferred Name	Name
Social Networks	More (2)

#### Under the Change section, navigate to Perferred Name.

### Step 3

Change My Preferred N	lame Keanu Cougar 💮
Use Legal Name As Preferred Name Country *	☐ X United States of America ⋮ Ξ

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

## Step 4

Change My Preferred Name Keanu Cougar	
Use Legal Name As Preferred Name Country  *  Vinited States of America	Enter your desired perferred name in the text boxes. Click Submit at the
Prefix :=	hottom of the page when you are done
First Name * Keanu	bottom of the page when you are dolle.
Middle Name	
Last Name * Cougar	
Suffix	
enter your comment	Submit Save for Later Cancel