KEAN | workday

My Guide

Preferred Name Changes in Workday

The Kean | Workday MyGuide is intended for the following users :

All Kean University Employees

KEAN | workday

My Guide

Preferred Name Changes in Workday

Steps: 6 total

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

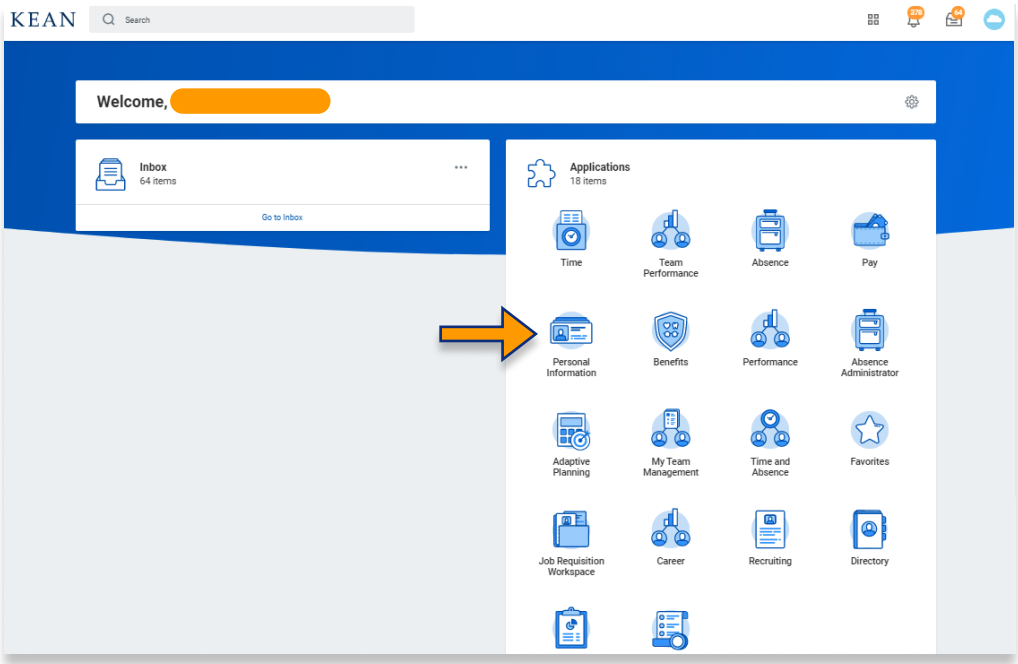
Step 2: Navigate to Change Preferred Name

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.

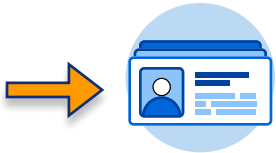
Step 6: Navigate to your Employee Profile to verify that your Preferred Name accurately displays

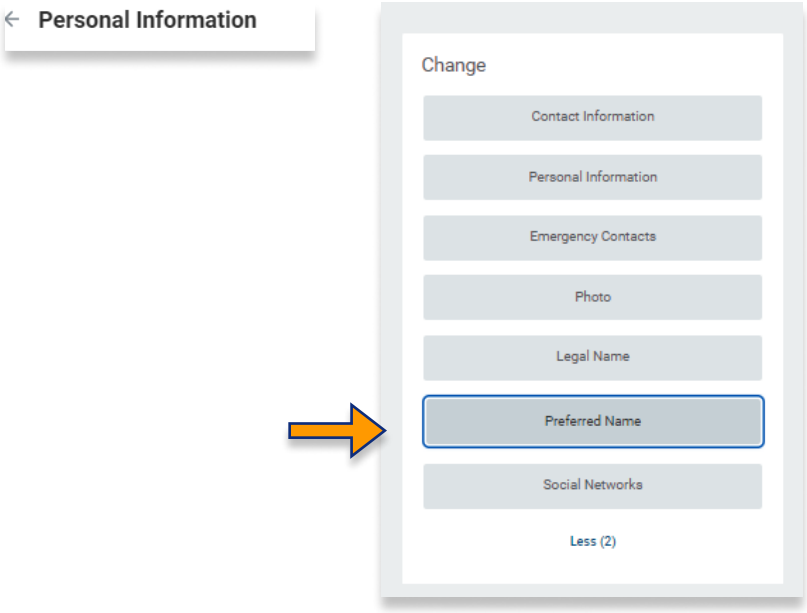


Step 1

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

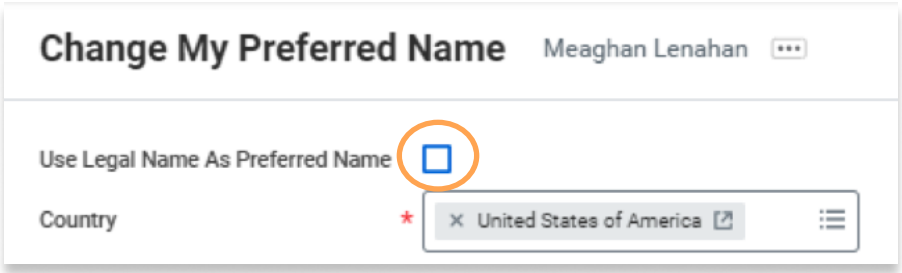
**Note that not all homepages are not the same therefore your icon may not be in any particular location. The icon you are looking for says "Personal Information".





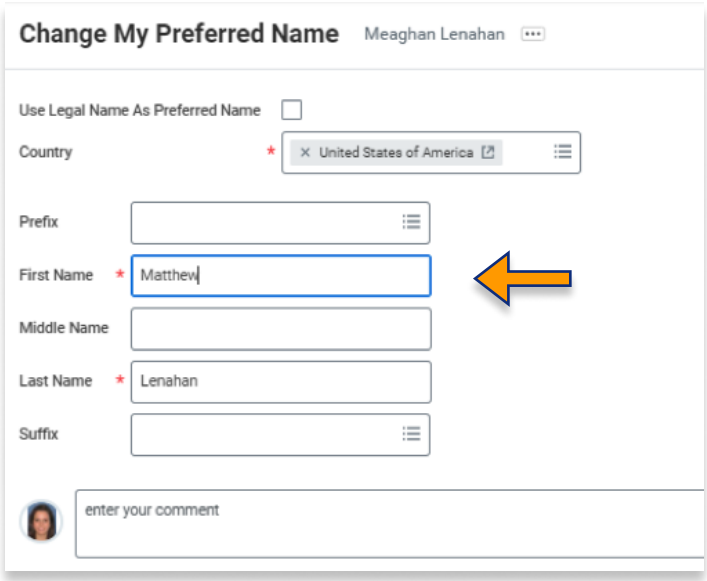
Step 2

Navigate to Change Preferred Name



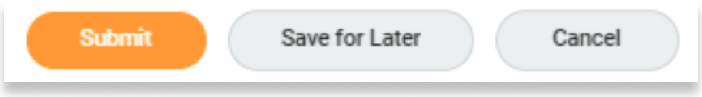
Step 3

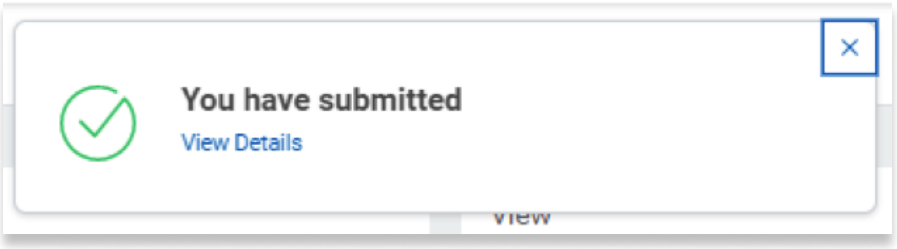
Uncheck the default setting "Use Legal Name as Preferred Name" A box will open for you to make changes to your defaulted legal name that will become your preferred name in Workday



Step 4

Enter your desired preferred name in the text boxes.

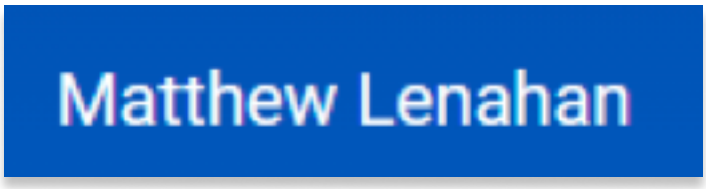




Step 5

Click the Orange Submit button at the bottom of the page

You will be returned to the home page of the Personal Worklet, but will see a confirmation that the change was made.



Step 6

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: