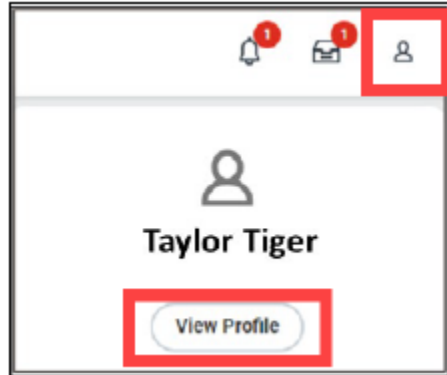


Updating Legal Name in Workday

Summary

This guide will show you where and how to submit a request to update your legal name in Workday.

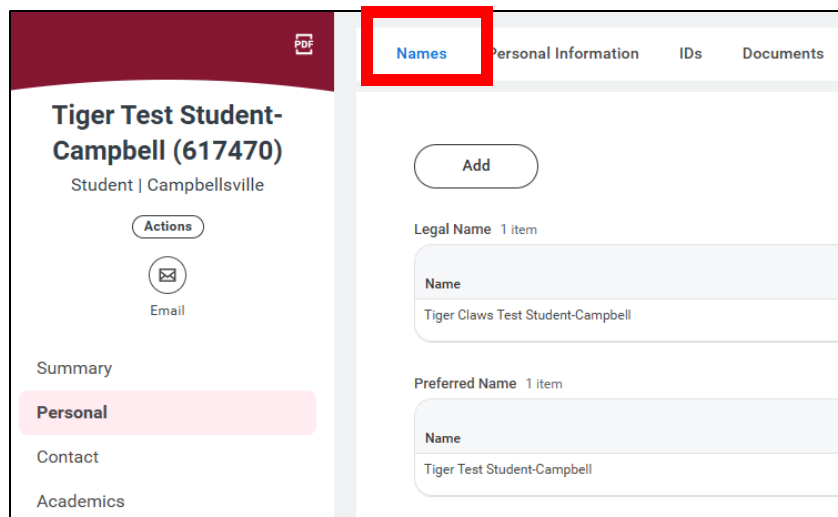
1. From the homepage, navigate to your profile by clicking the person icon and then select **View Profile**.



2. From the sidebar menu, select the **Personal** tab.



3. Select **Personal Information**, then click the **Names** tab in the banner.



- Next, select the **Edit** button, update your legal name as desired, and attach legal documentation to your request (i.e., driver's license, passport, birth certificate).

Add

Legal Name 1 item

Name	Edit
Tiger Claws Test Student-Campbell	Edit

Preferred Name 1 item

Name	Edit
Tiger Test Student-Campbell	Edit

- Click **Submit**. Updates to legal names will require approval by the Registrar's Office or the Human Resources Office if the student has on-campus employment.