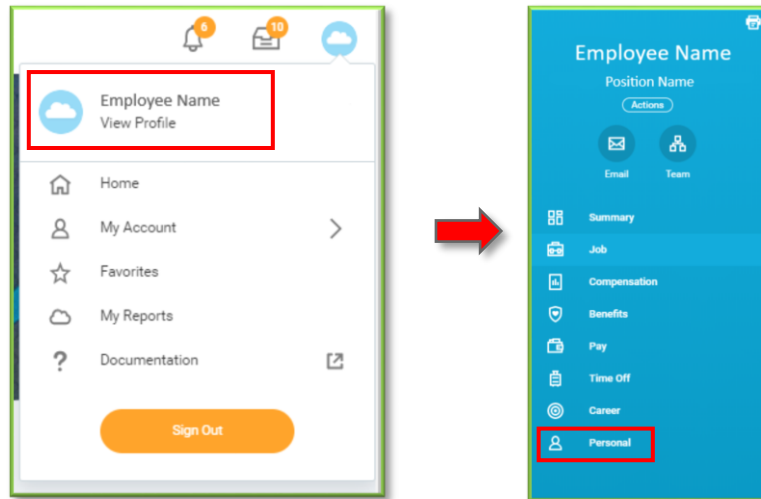


Your **Worker Profile** page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles. **A legal name change must be requested directly with Human Resources.**

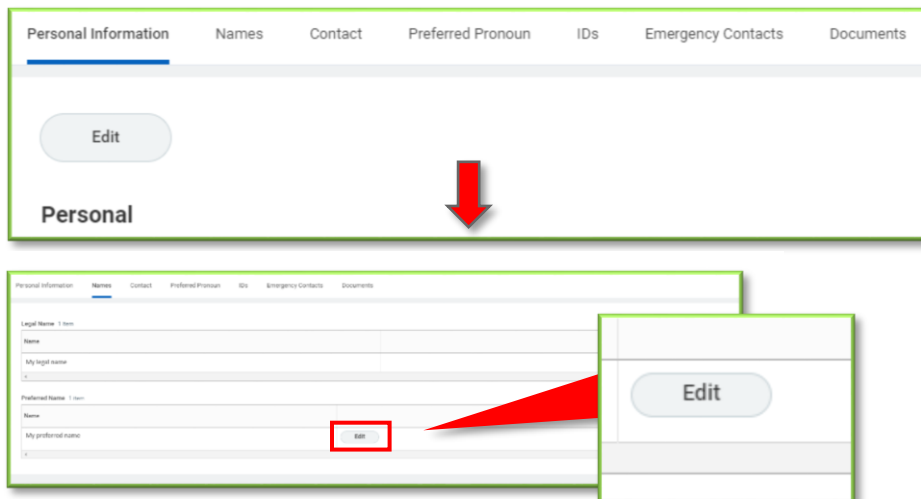
To access your Worker Profile page, log in to Workday. On Your Workday Homepage, click your **Profile** icon.



- 1. On your Worker Profile drop-down menu, click on **View Profile**.
- 2. Click on **Personal**.



- 3. Click on **Names**. Here you can make updates to your Preferred Name. Click on **Edit**.



- In the next window, you can choose to check the **Use Legal Name as Preferred Name** box, or you can enter new information and click the **Submit** button.

- You can see the status of this action by clicking on the **More** icon under **Details and Process**.

- Click the **Done** button.

In the next screen you see your confirmation of a successful change of your preferred name. No further action is required.

1 item					
Name Type	Change From	Change To	Effective Date	When Initiated	Status
Preferred	My Legal Name	My Preferred Name		01/13/2020 04:28:07 PM	Successfully Completed

Note: Alternatively, you can also view and change your personal data by clicking on the **Actions** button and hover over **Personal Data**, and then select **Change My Preferred Name**, as shown in the image below.

