


Quick Reference Guide: *Legal Name Change***Keep in mind**

- This process will route to Shared Services for approval. You will receive a notification when it is done.

Information Needed

- Any documentation that can provide evidence of your name change (marriage certificate, new Social Security card, etc.)

Steps:

1. From the **Home Page**, click on the **View All Apps** link (in the Quick Tasks section.) Click on the **Personal Information** app.
2. Under the **Change** section, click on **Legal Name**.
3. Ensure that the **Country** field is set to **United States of America**. Please do not change this field to any other country; if anything besides **United States of America** is in this field, your legal name change will not appear in any other University systems, and may cause technical issues.
4. Enter the **First Name** and **Last Name** in the corresponding text fields. If you would like to enter a **Prefix, Middle Name, or Suffix**, feel free to do so, although these fields will not show up on your Workday profile.
5. Attach legal documentation (i.e. a copy of your Social Security Card) substantiating the legal name change by clicking on the **Select files** button or **dragging and dropping the file** where indicated. If the process was initiated to correct a typo, please specify this in the Comment section.
6. After reviewing your entry, click on the **Submit Icon** . Once submitted, the process will route to a central office for approval.

