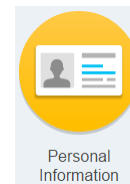


Quick Reference Guide: *Legal Name Change***Keep in mind**

- This process will route to the Shared Services Office for approval. You will receive a notification in your Workday Notifications when it is complete. Look in your Workday Inbox if you do not receive a completion notification.

**Steps:**

1. From the **Home Page**, click on the **Personal Information Worklet**.



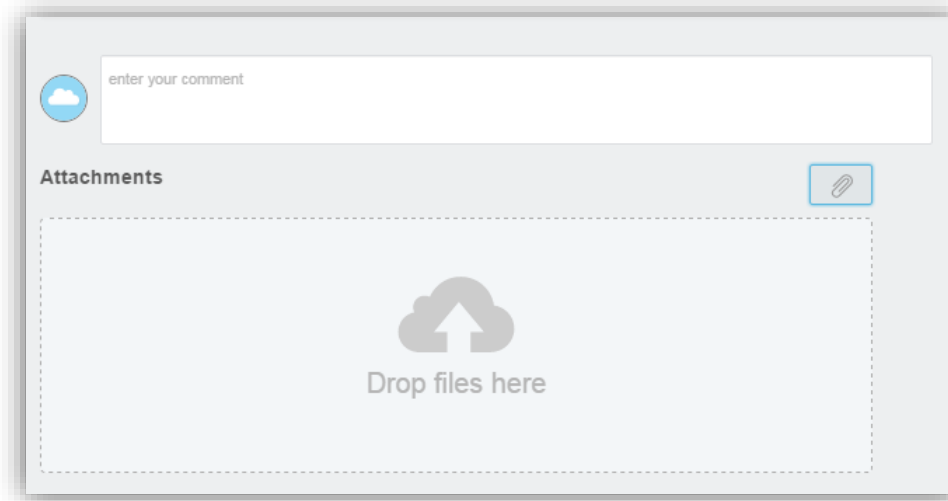
2. Under the **Change** section, click on **Legal Name**.

A screenshot of a web interface showing a "Change" section. The section contains four grey rectangular buttons stacked vertically. From top to bottom, the buttons are labeled "Contact Information", "Personal Information", "Emergency Contacts", and "Legal Name". The "Legal Name" button is circled with a blue oval, indicating it is the target for the next step.

3. Enter the **First Name** and **Last Name** in the corresponding rows text fields.

Quick Reference Guide: *Legal Name Change*

4. Attach legal documentation (i.e. a copy of your Social Security Card) substantiating the legal name change by clicking on the **paperclip icon** or **dragging and dropping the file** where indicated. If the process was initiated to correct a typo, please refer to this in the Comment section. Select the appropriate document category.



5. When uploading a Social Security Card, under “Category”, select “Social Security Card”.

Description	<input type="text"/>
Category *	<input type="text" value="Social Security Card"/>

6. After reviewing your entry, click on the **Submit Icon** . Once submitted, the process will route to the Shared Services Office for approval.