

Update Your Legal Name

Last updated August 3, 2021

Please follow the steps below to update your legal name on file.

Remember that your legal name is required for official documents related to your employment. In order to make a legal name change, you will have to provide verifiable documentation.

Steps

1) Initiate the [Change My Legal Name](#) task.

- You can also initiate this task using Workday search or from the **Personal Information** worklet.

2) If you have a pending legal name change, you cannot make any other updates to your name until that task is resolved or canceled.

See [Cancel a Pending Legal Name Change](#) for steps.

- 3) Follow the instructions at the top of the page regarding documentation attachments, particularly the **Accepted Legal Documentation for Employees** section.
- 4) Fill out the required fields to reflect the changes you wish to make.
- 5) Under the **Attachments** section, upload the required legal documents as outlined at the top of the form.
- 6) Once a file has been uploaded, select **Personal Information** for the **Category** dropdown.
- 7) Repeat as needed (using the **Upload** button). You can delete an uploaded attachment by clicking the trash icon.
- 8) Click **Submit** to route your request to CCA Human Resources for processing and approval.
 - The resulting screen shows who in HR will review and approve your request.

9) Click **Done** on the confirmation screen to exit the task.