

Update Your Preferred Name

Last updated June 3, 2020

Please follow the steps below to update your preferred name. Refer to the [Update Your Legal Name](#) guide to initiate changes to your legal name instead.

1) Initiate the [Change My Preferred 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) Fill in the fields according to your preferences. Your preferred name defaults to your legal name on file until changed.

4) Check the **Use Legal Name As Preferred Name** box to restore defaults.

- Changing the *Country* field alters the available fields to follow regional naming conventions more closely.

5) Click the **Submit** button to save changes.