

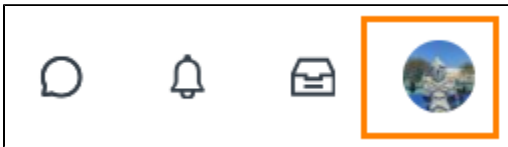
How to Change your Legal/Preferred Name

On this job aid:

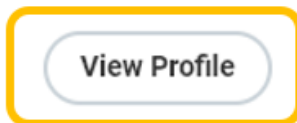
- [Access your profile](#)
 - [Change your Legal Name](#)
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Access your profile

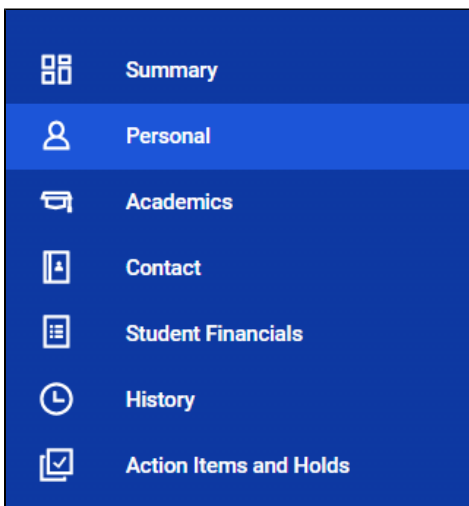
From the home page, click the **cloud icon/your profile picture** in the top right corner.




Click **View Profile**.



Select **Personal**.



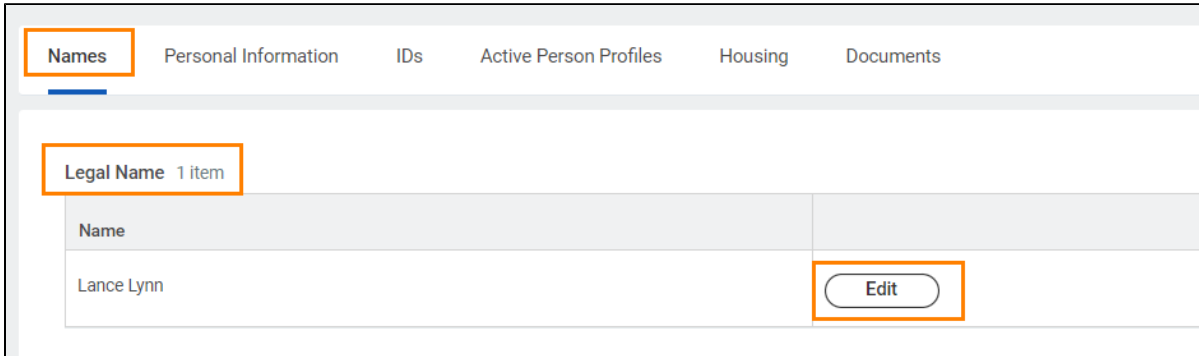
Click **Names Tab**

 Note - If you are changing your legal name and preferred name, you will need to submit your legal name change first. Once approved, you can edit your preferred name.

Change your Legal Name

Your legal name will be displayed in your official educational documents.

Click **Edit** under **Legal Name**.



The screenshot shows a user profile interface with a top navigation bar containing tabs: Names, Personal Information, IDs, Active Person Profiles, Housing, and Documents. The 'Names' tab is selected. Below the tabs, there is a section titled 'Legal Name' with a sub-header '1 item'. A table lists the legal name 'Lance Lynn'. To the right of the name is an 'Edit' button.

Name	
Lance Lynn	Edit

Enter **Effective Date, First Name, Middle, Last Name and Suffix**.



The screenshot shows the 'Edit Legal Name' form for the user 'Lance Lynn'. The form includes the following fields:

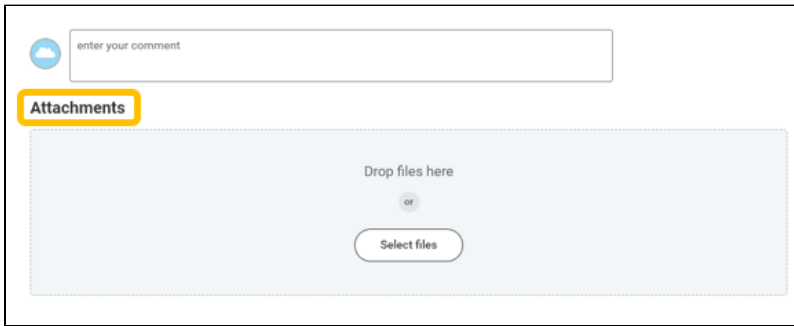
- Effective Date ***: 01/11/2024 (with a calendar icon)
- Country ***: United States of America (with a dropdown arrow)
- Prefix**: (empty field with a dropdown arrow)
- First Name ***: Lance
- Middle Name**: (empty field)
- Last Name ***: Lynn
- Suffix**: (empty field with a dropdown arrow)

All legal name changes require legal proof. You are required to attach one form of documentation to support the request, and the documentation needed may vary by situation.

Acceptable documents include:

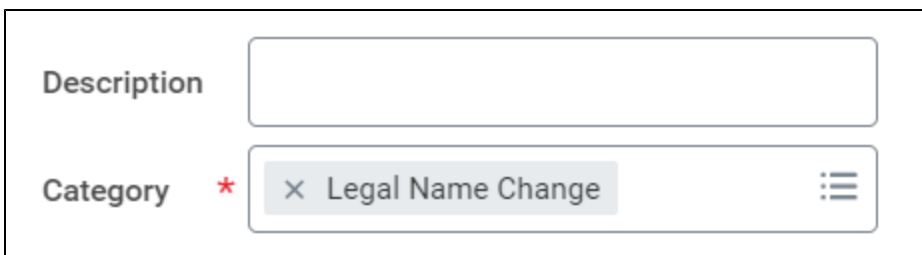
- Birth Certificate
- Social Security Card
- Marriage License
- Divorce Decree
- Court Order
- A statement explaining your request change if it is a result of adding a middle name or correcting the spelling.

Submit documentation under **Attachments**.



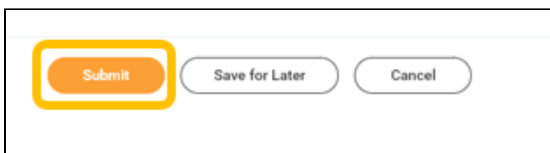
A screenshot of a form's attachment section. At the top is a text input field with a cloud icon and the placeholder text "enter your comment". Below this is a yellow-bordered box labeled "Attachments". Inside this box is a large light-blue area with the text "Drop files here" and "or" in the center. At the bottom of this area is a button labeled "Select files".

Once attached, enter **Category: Legal Name Change**.



A screenshot of a form section. It has a "Description" label next to a text input field. Below that is a "Category" label followed by a red asterisk and a dropdown menu. The dropdown menu is open, showing a selected option "Legal Name Change" with a close icon (X) on the left and a menu icon (three horizontal lines) on the right.


Click **Submit**.



A screenshot of a form's action buttons. There are three buttons: "Submit" (highlighted with a yellow border), "Save for Later", and "Cancel".

Legal name changes will be reflected once approved by the Registrar Office.

Change your Preferred Name

 Note: In line with university policy, you may enter a preferred first/middle name that affirms gender, culture or other aspects of social identity. Preferred names do not affect your last name, which must remain your legal name. Your preferred name will be used in Workday and other applications as supported.

Click **Edit** under **Preferred Name**.

Names	Personal Information	IDs	Active Person Profiles	Housing	Documents				
Legal Name 1 item <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Lance Lynn</td> <td>Edit</td> </tr> </tbody> </table>						Name		Lance Lynn	Edit
Name									
Lance Lynn	Edit								
Preferred Name 1 item <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Lance Lynn</td> <td>Edit</td> </tr> </tbody> </table>						Name		Lance Lynn	Edit
Name									
Lance Lynn	Edit								

To enter a different preferred name, uncheck the "Use Legal Name As Preferred Name" box.

Enter **First Name**. Middle name is optional. Do not change your **Last Name** (the system will error if you do).

Use Legal Name As Preferred Name	<input type="checkbox"/>
Country	* × United States of America
Prefix	<input type="text"/>
First Name *	<input type="text" value="Lance"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Lynn"/>
Suffix	<input type="text"/>

Click **Submit**.

Submit	Save for Later	Cancel
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