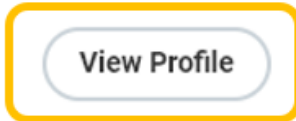


# How to change legal/preferred name

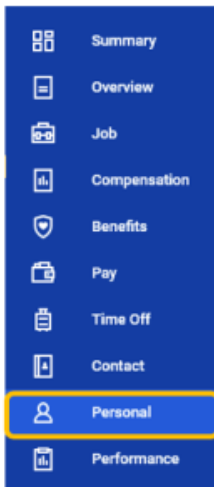
1. From the home page, click the **cloud icon/your profile picture** in the top right corner.



2. Click **View Profile**.



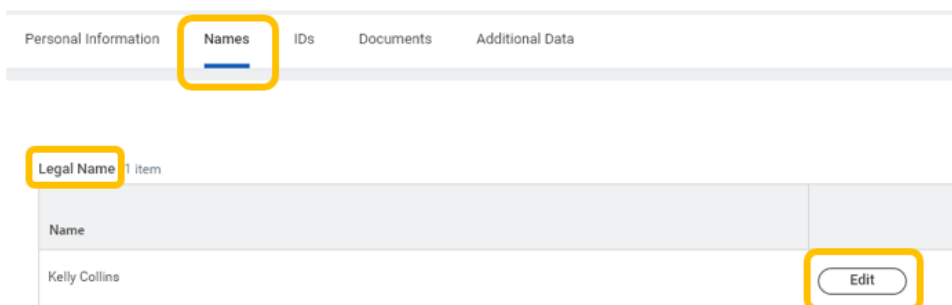
3. Select **Personal**.



4. Click **Names**.

For legal name changes - Click **Edit** under **Legal Name**.

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.

A screenshot of a user profile page. At the top, there are tabs: "Personal Information", "Names", "IDs", "Documents", and "Additional Data". The "Names" tab is selected and highlighted with a yellow border. Below the tabs, there is a section titled "Legal Name" with a sub-label "1 item". Below this, there is a table with two columns. The first column is labeled "Name" and contains the text "Kelly Collins". The second column is empty. To the right of the "Kelly Collins" text, there is a button labeled "Edit", which is highlighted with a yellow border.

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

Effective Date \* 05/03/2022

Country \* United States of America

Prefix

First Name \* Kelly

Middle Name

Last Name \* Collins

Suffix

All legal name changes require legal proof (e.g., driver's license, marriage certificate, etc.). Submit documentation under **Attachments**.

enter your comment

**Attachments**

Drop files here

or

Select files

Once attached, enter **Category**.

Category \*

Click **Submit**.

Submit Save for Later Cancel

Legal name changes will be reflected once approved by Employee Services.

For preferred name changes - Click **Edit** under **Preferred Name**.

Note - In line with university policy, you may enter a preferred first name and/or preferred 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.

| Personal Information   | <b>Names</b>         | IDs | Documents | Additional Data |      |  |               |                      |
|--|----------------------|-----|-----------|-----------------|------|--|---------------|----------------------|
| <p><b>Legal Name</b> 1 item</p> <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kelly Collins</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>     |                      |     |           |                 | Name |  | Kelly Collins | <a href="#">Edit</a> |
| Name   |                      |     |           |                 |      |  |               |                      |
| Kelly Collins  | <a href="#">Edit</a> |     |           |                 |      |  |               |                      |
| <p><b>Preferred Name</b> 1 item</p> <table border="1"> <thead> <tr> <th>Name</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kelly Collins</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table> |                      |     |           |                 | Name |  | Kelly Collins | <a href="#">Edit</a> |
| Name   |                      |     |           |                 |      |  |               |                      |
| Kelly Collins  | <a href="#">Edit</a> |     |           |                 |      |  |               |                      |

Enter **First Name** and **Last Name**. Middle name is optional.

## Edit Preferred Name

In line with university policy, employees may enter a preferred first name and/or preferred middle name that affirms their gender, culture or other aspects of their social identity.

Note: Preferred names do not affect the individual's last name, which must remain the person's legal name.

Use Legal Name As Preferred Name ☐

Country \* United States of America

Prefix

**First Name** \*

Middle Name

**Last Name** \*

Suffix

Click **Submit**.

[Submit](#)
[Save for Later](#)
[Cancel](#)