Preferred Name Changes in Workday

The Preferred Name Change process is initiated by the employee in Workday. To view the full Preferred Name Change policy, please click here.

Employee Initiates the Preferred Name Change process in Workday

1. Login to Workday and click the Personal Information icon under the Applications section of your Workday homepage.

2. Click the Preferred Name Change button under the Change section.
3. **Uncheck** the box that states **Use Legal Name As Preferred Name**. As the screenshot below shows, this box will automatically be checked off—you must uncheck it in order to change your Preferred Name.

![Change My Preferred Name](image)

4. **Type** the desired preferred first and/or last name in the **First Name** and **Last Name** section(s). Then, **click** the **Submit** button. In this example, we are changing the preferred first name from Arthur to Art.

![Change My Preferred Name](image)

After submitting, your Preferred Name Change request will go through an approval process. Once approved, your preferred name will appear in Workday.

![Montclair State University](image)

**Need Help?**
For assistance, please contact Workday Customer Care by emailing **WCCSupport@montclair.edu**, or by calling 973-655-5000, option 3.