Personal Information: Change Your Preferred Name

Workday is the system of record for all of Marymount’s staff and faculty. You have the ability to maintain your personal information at any time. Here are a few things you can change:

- Address
- Phone number
- Emergency contacts
- Legal name
- Preferred name

ACCESS YOUR PERSONAL INFORMATION

The process is pretty straight-forward in most cases.

First, access your employee profile by clicking your Profile icon (at the top right of the screen), and select View Profile. Your Profile icon may be different from a cloud icon if you changed your photo.
**Personal Information:** Change Your Preferred Name

**CHANGE YOUR PREFERRED NAME**

- Click the **Related Actions** button (Actions) then **Personal Data**:
- From the new options that appear click **Change My Preferred Name**.
Personal Information: Change Your Preferred Name

- In order to make changes to your preferred name you must uncheck this checkbox:

  Use Legal Name As Preferred Name

- Next, enter your preferred name or names in the First Name, Middle Name and Last Name fields accordingly.

- Finally, click the Submit button.

- Your name should now be changed to your preferred name on Workday.