

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

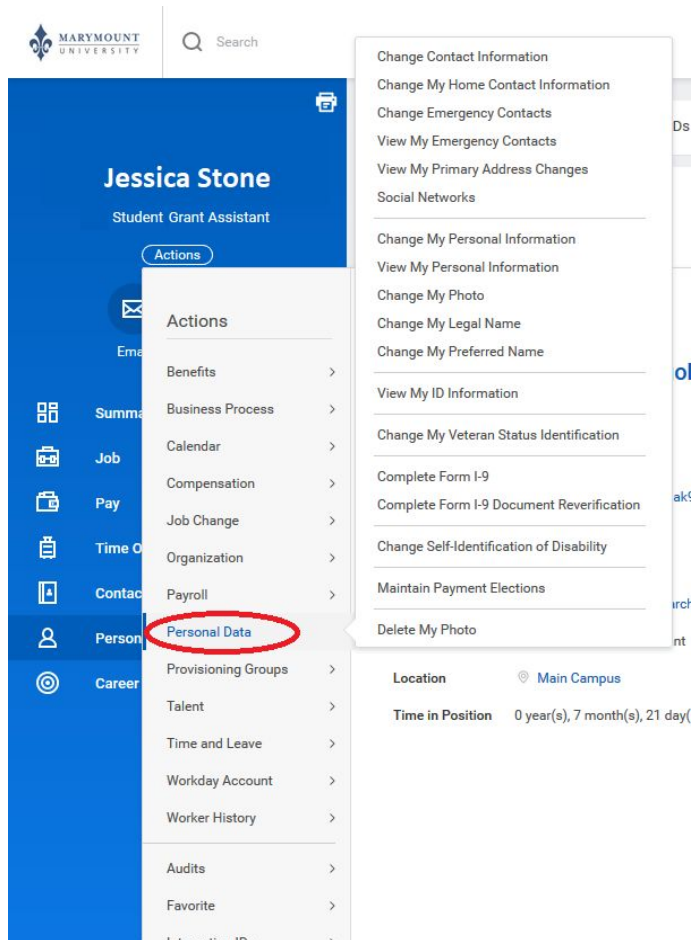
### ACCESS YOUR PERSONAL INFORMATION

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.

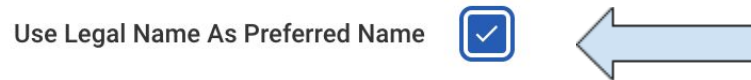




## CHANGE YOUR PREFERRED NAME


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

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



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



- Finally, click the  button.
- **Your name should now be changed to your preferred name on Workday.**