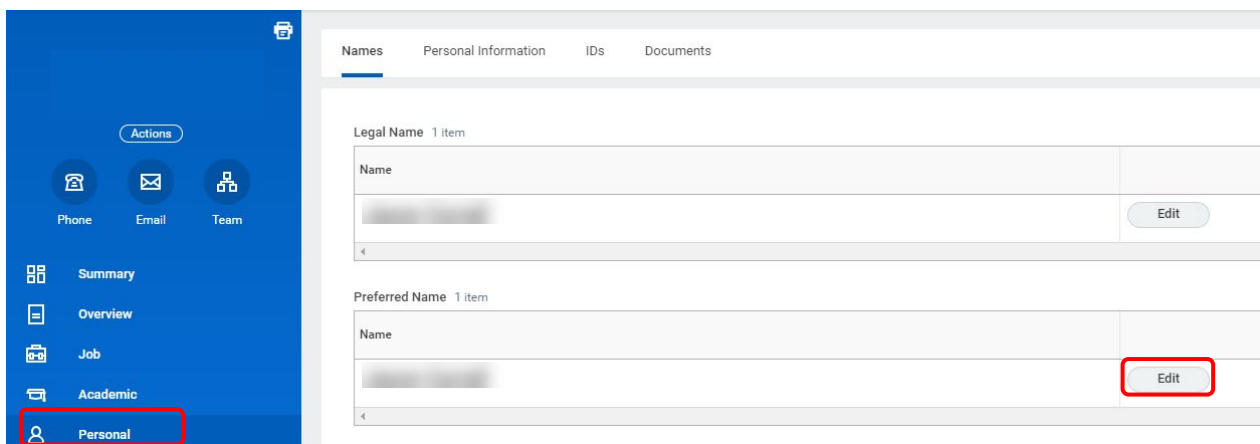


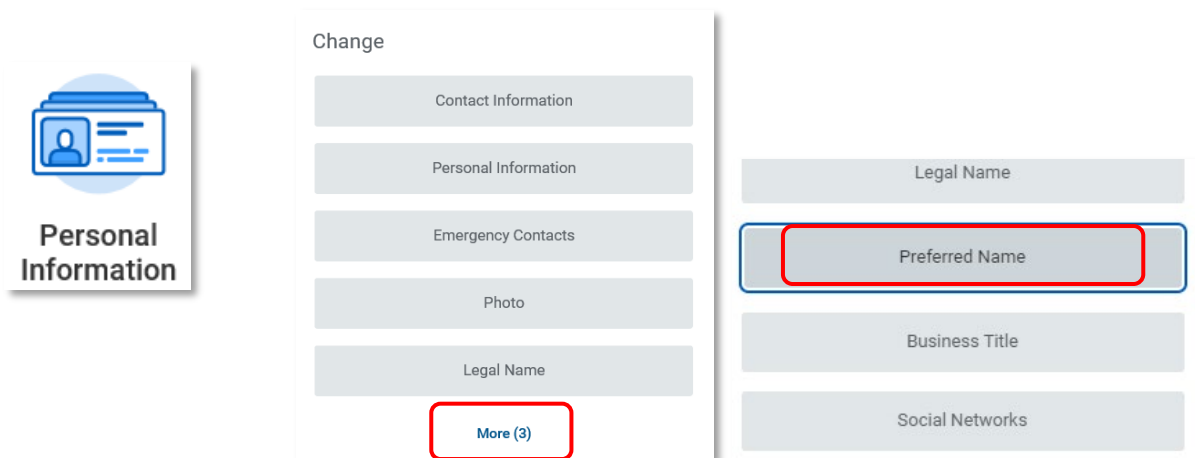
Your preferred name is used in Workday for your staff profile and how you are represented in organisation charts. Your Personal Information details are held in your Workday Profile. To change your preferred name, click on your *profile icon* in the top right-hand corner of the system and *View Profile*.



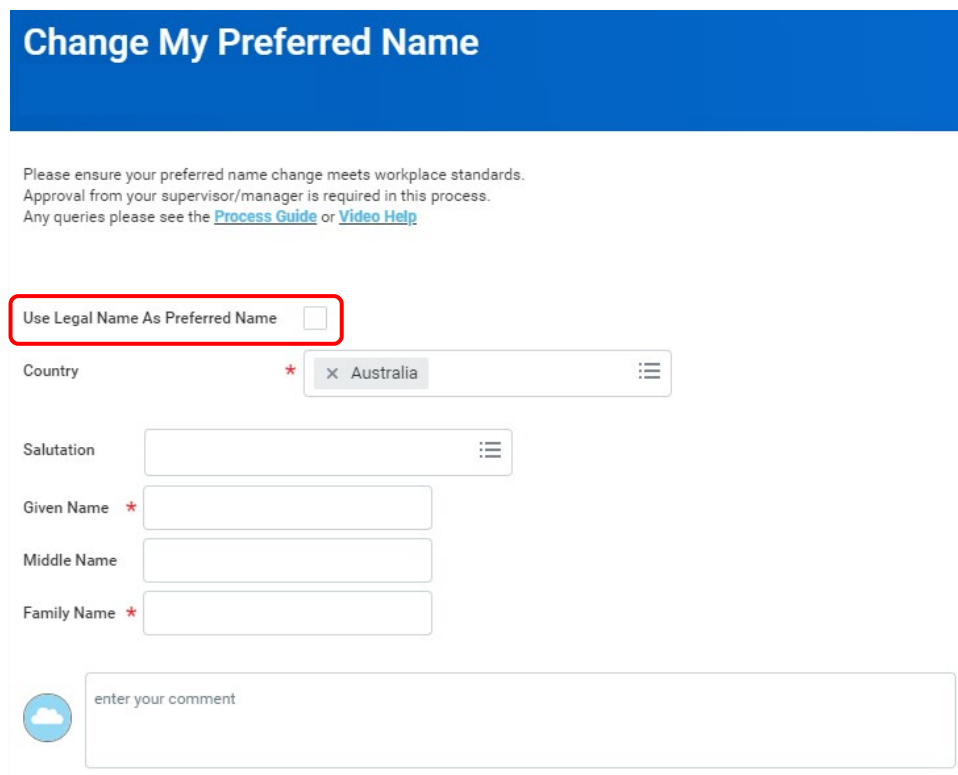
Select *Personal* and *Edit* in the *Preferred Name* section



Alternatively, click on the *Personal Information* Application on the home screen, select *More (3)* and select *Preferred Name*



Complete the mandatory fields, enter your validating comments. Also note you can select *Use Legal Name as Preferred Name* option if going from a preferred name back to your legal name.



Change My Preferred Name

Please ensure your preferred name change meets workplace standards. Approval from your supervisor/manager is required in this process. Any queries please see the [Process Guide](#) or [Video Help](#)

Use Legal Name As Preferred Name

Country * Australia

Salutation

Given Name *

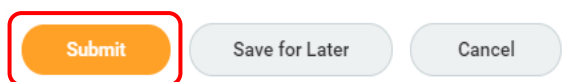
Middle Name

Family Name *

enter your comment

When ready, select *Submit*

Note: you can save the process to complete later if you require.



Submit Save for Later Cancel

Your supervisor will then have an action to approve or request further information. If further information is required, an Inbox task will appear for your attention. Otherwise, your name change will appear once the approval has been completed.