Change Preferred Name

Description

Task: Update your preferred name on your worker profile.

Who Performs This Task?: All employees.

1. From the home page, click the Personal Information worklet.
2. Click the **Preferred Name**

button.
3. On the Change My Preferred Name page, click the Use Legal Name as Preferred Name checkbox to deselect (uncheck) it.

   Information: The fields below open, allowing you to type information into them.

4. Enter the preferred name, including information in any required fields (marked with a red star).
5. Click the **Submit**

button.

   Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:
   - Click **Save for Later** to save your changes but do not submit.
   - Click **Cancel to cancel** the process and start it over at another time.

   NOTE: Return to the Change My Preferred Name page in your profile to update the information.

   Information: Your change will need to be approved by the HR Coordinator.

6. Click the **Done**

button.
7. The System Task is complete.