



Overview

This guide covers how to initiate your legal name change. This is useful if you have changed your legal name.

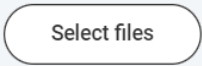
This guide includes the following information and step-by-step instructions:

- Initiate a Legal Name Change

Step-by-Step Instructions

1. Click the **Global Navigation**  icon in the upper left corner.
2. Click the **Personal Information** application.
3. Click **Legal Name**. The Change My Legal Name page displays.
4. The **Effective Date** defaults to the current day, if you need to change the date, click the **calendar**  icon and select the correct date.
5. The **Country** defaults to the United States of America, if you need to change the country click the drop-down list icon to select the correct country.
6. Type your new name in the **First** and **Last Name** fields.

Note: You will have to provide proof of your legal name change. You have two options for uploading a document that has proof of your legal name change.

- a. Click the **Select files**  button to upload a

document from your computer.

- b. Locate the file on your computer and drag and drop the document into the designated attachment space.

7. Click **Submit** .

Note: Your legal name change is routed to HR for review and approval. After HR has approved your legal name change your new name will appear in Workday.

Related Materials

- Getting Started in Workday

Need Help?



For additional questions or help, please contact servicedesk@cookchildrens.org