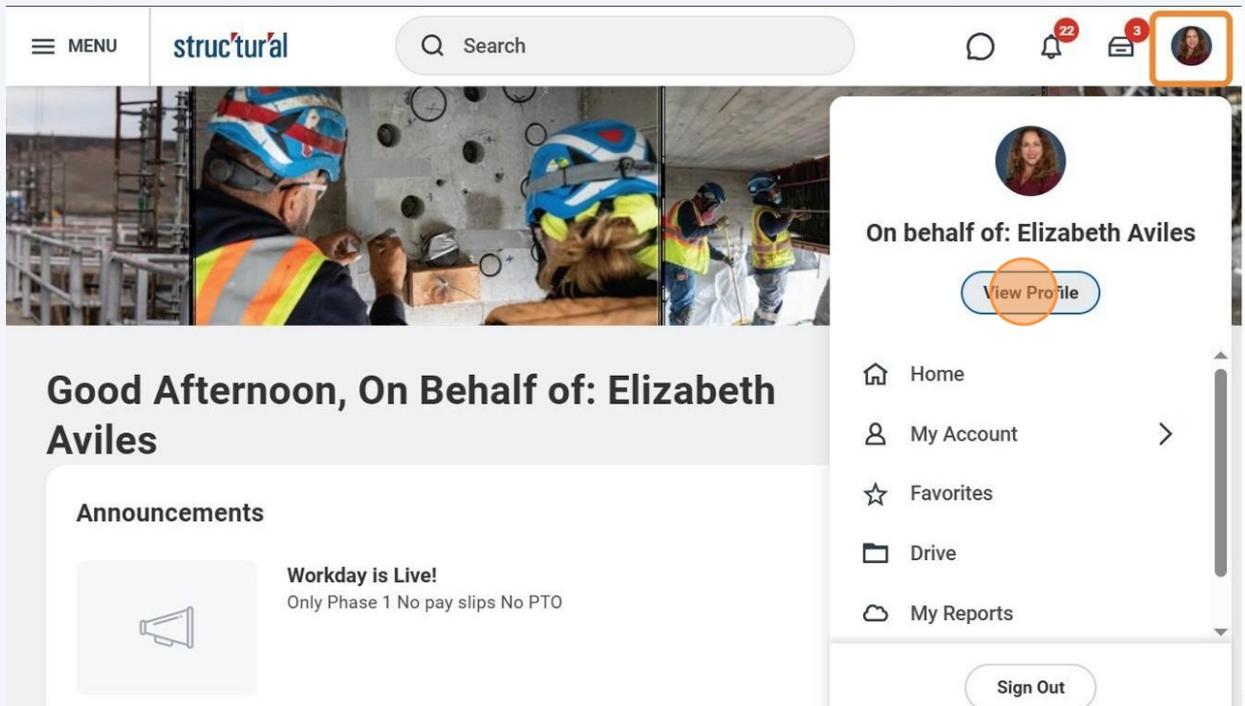


Workday - Change Your Preferred Name

1

Navigate to your Worker Profile by clicking your photo in the top right corner and then Click "View Profile"



2 Click "Actions"

The screenshot shows the user profile page for Elizabeth Aviles, Senior Administrative Manager. The left sidebar contains a profile card with a photo, name, title, and an 'Actions' button highlighted in orange. Below the profile card are buttons for Phone, Email, and Team. The main content area displays personal information: Location (Baltimore, MD), Manager (Alaric Hergenroeder), Cost Center (40 Baltimore Structural), and Company (3 Structural Preservation Systems, LLC). Below this is a 'Job Details' section with the following information:

Employee ID	40134
Supervisory Organization	Structural Group (Peter Emmons) >> Alaric Hergenroeder
Job	Senior Administrative Manager
Business Title	Senior Administrative Manager
Job Profile	Senior Administrative Manager
Job Family	SJI Job Family Group > Administrative Management

3 Hover over Personal Data then Click "Change My Preferred Name"

The screenshot shows the same profile page as above, but with the 'Personal Data' menu open. The 'Change My Preferred Name' option is highlighted with an orange box. The menu items are:

- Change My Home Contact Information
- Change Emergency Contacts
- View My Emergency Contacts
- View My Primary Address Changes
- Change My Personal Information
- View My Personal Information
- Change My Photo
- Change My Legal Name
- Change My Preferred Name
- Change My Name Pronunciation
- View My ID Information
- Change My Veteran Status Identification
- Complete Form I-9
- Change Self-Identification of Disability
- Maintain My Payment Elections
- Delete My Photo

4 Edit your Preferred Name then click Submit

Change My Preferred Name Elizabeth Aviles

Use Legal Name As Preferred Name

Country * United States of America

Prefix

First Name * Liz

Middle Name

Last Name * Aviles

Suffix

Submit Save for Later Cancel

5 Click "You have submitted" to see your change take effect. Approval not needed for Preferred Name changes.

structural Search

You have submitted
[View Details](#)

40 Baltimore Structural 3 Structural Preservation Systems, LLC

Liz Aviles
Senior Administrative Manager

Actions

Phone Email Team

Summary Job More (7)

Job Details

Employee ID	40134
Supervisory Organization	Structural Group (Peter Emmons) >> Alaric Hergenroeder
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