How To Change Your Name

Changing Your Name in Workday:

Login to [Workday](#).

Click on the Personal Information icon and then click either Change Legal Name or Preferred Name, as applicable. See [complete Workday instructions for updating personal information](#).

**Important:** Remember to click **Submit** when finished!

Changing Legal Name:

- Your Legal Name must match exactly how your name is listed on your Social Security card.
- Once you submit the change, it will route to your local Human Resources representative who will ask for supporting documentation. Cornell faculty and staff must submit a copy of your social security card reflecting your new name to your local [HR representative](#) (other forms of identification will not be accepted).

Changing Preferred Name:

- Select Preferred Name from the Change menu. De-select the Use Legal Name as Preferred Name box and enter the changes in the fields as needed.
- Workday will always display (and search by) Preferred Name, although the employee record will contain your Legal Name.
- All Cornell systems that receive data from Workday will also display Preferred Name. For compliance purposes, Legal Name will be used on W-2's and any other compliance-related documentation.

Legal or Preferred Name in Office 365

By default, the Office 365 email and calendar system uses your legal first, middle, and last name as it's entered in Workday. Change your preferred name in Workday (see above) to show up on your Cornell email and calendar. More information about [email](#).

Any questions regarding the use of Legal or Preferred name(s) should be directed to the local college or unit Human Resources [representative](#).

Other places to change your name:

- Voicemail message
- Business cards
- Social Security Administration
Also See:

- Marriage or Domestic Partnership
- Divorce or Domestic Partner Separation
- Cornell University Transgender Guide to Transitioning & Gender Affirmation in the Workplace