

Change My Preferred Name

Students can use the **Change My Preferred Name** task in Workday to update their preferred name.

Please carefully read the options below to understand where your preferred name will appear and who will have access to your preferred name if you choose to change it.

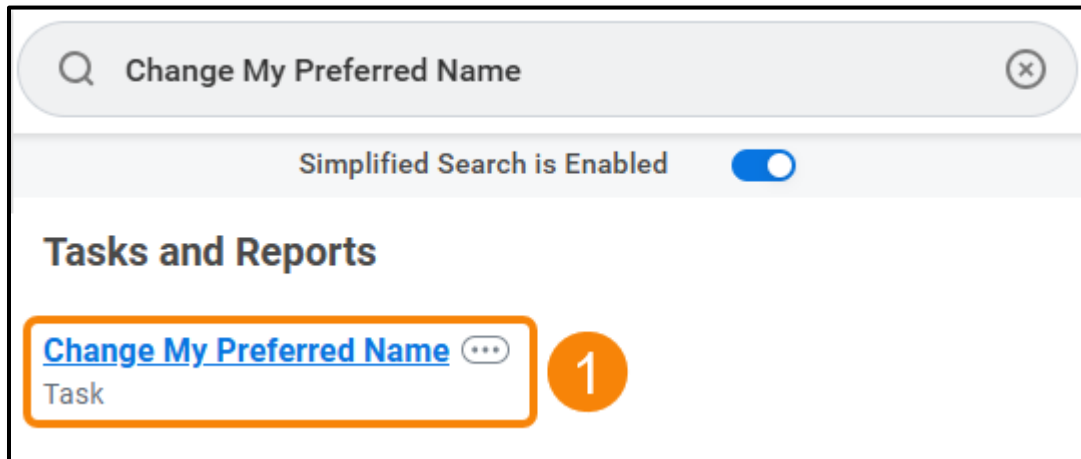
System/Record/Office	Who has access?
Workday	Faculty and staff (e.g. class rosters, advisee lists, grade reports, housing, IT, library etc.)
Moodle	Faculty and staff who teach and students who are in classes that use message boards or interactive features that disclose names. This information is updated periodically. To request an immediate change, reach out to itshelpdesk@furman.edu
Success@Furman	Faculty and staff
ID Card	Students, faculty, staff
Email account name display	Students, faculty, staff Note: If preferred name is updated after the email has been created, you will need to contact ITS Helpdesk to change the display name.
Dining Hall	Employees at Dining Hall
P2X	Employees at P2X
Dean's List website	General Public
Development/Alumni Office	Staff

Places where Legal Name will be used:

- Scholarships & Financial Aid Records
- Official Transcripts
- Diploma*
- Printed Commencement program*
- Name read at Commencement ceremony*
- Tax documents
- Employment/Payroll documents
- Health records
- Furman Police
- Immigration documents
- Reporting to local, state, and federal agencies
- All other legal documents

**Legal name is default, but preferred/chosen name can be used at student's request*

1. In the Workday search bar, enter:
Change My Preferred Name, and click on the result:



2. If selected, uncheck
“Use Legal Name As Preferred Name” to
begin making updates.

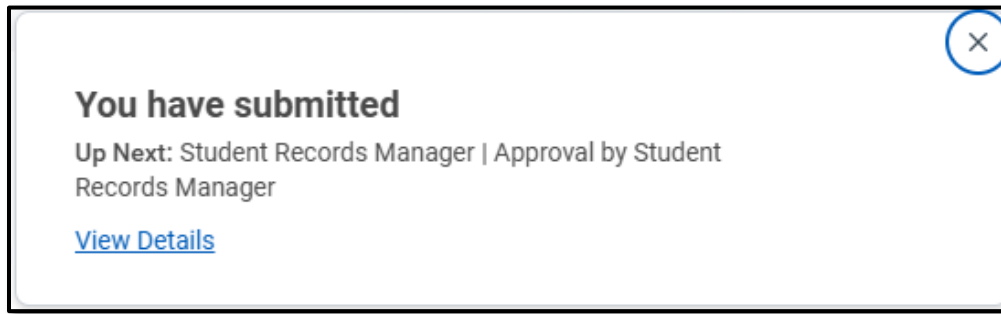
3. Select the **Country** of
origin. This will help
format non-Western
style names, and
names that use both
father's and mother's
family names.

4. **First Name** and **Last Name** are required.
Include any other fields
as needed.

5. Click **Submit** when
done.

A screenshot of the "Change My Preferred Name" form. The form has a purple header with the title "Change My Preferred Name" and a menu icon (three dots). Below the header, there is a checkbox labeled "Use Legal Name As Preferred Name" with an orange circle "2" next to it. Below this is a "Country" field with a dropdown menu showing "United States of America" and an orange circle "3" next to it. Below the country field are several input fields: "Prefix", "First Name" (with a red asterisk and orange circle "4"), "Middle Name", "Last Name" (with a red asterisk and orange circle "4"), and "Suffix". Below these fields is a text area labeled "enter your comment". At the bottom of the form, there are three buttons: "Submit" (blue), "Save for Later" (grey), and "Cancel" (grey). An orange circle "5" is placed above the "Submit" button.

The process is routed to the Student Records Manager in Enrollment Services, who will confirm the change.



Note: You may also choose to record a pronunciation for your name. You can do that by following these instructions: [Change My Name Pronunciation](#)