

# Changing a Legal Name

*This guide explains how to change your legal first, middle, and last names in your Workday student account.*

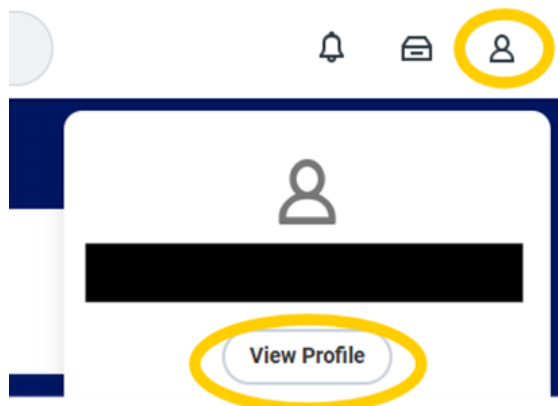
## Changing a Legal Name

*Before you begin, please note that in order for CMC to process a legal name change on your student record. You must provide legal documentation that reflects your new name.*

*Acceptable forms of documentation include:*

- *Driver's license*
- *Social Security card*
- *Certified copy of a marriage certificate*
- *Divorce decree*
- *Court order authorizing the name change*

1. Navigate to your profile by clicking the head-and-shoulders icon in the top right corner of the screen, then click the "View Profile" button.

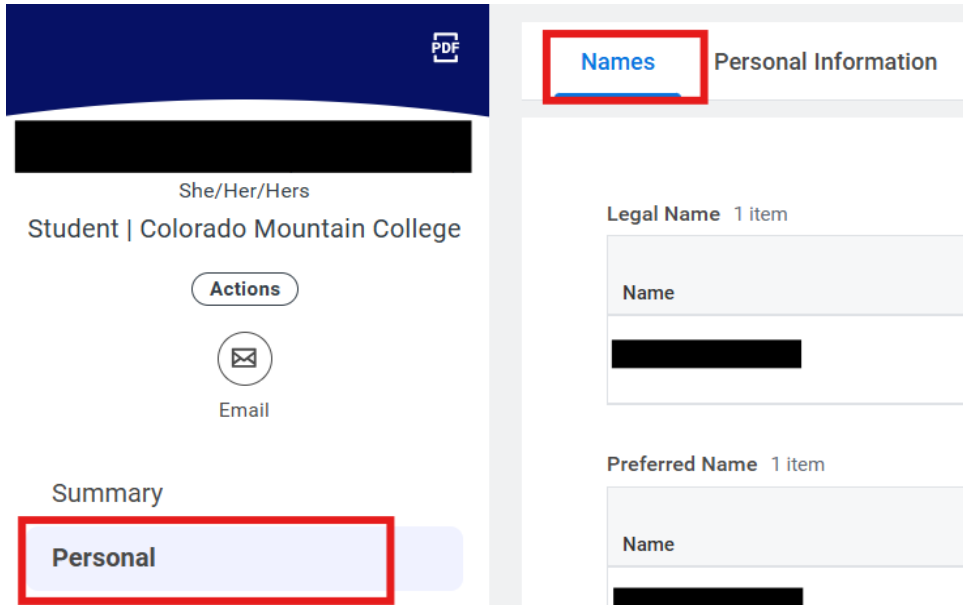




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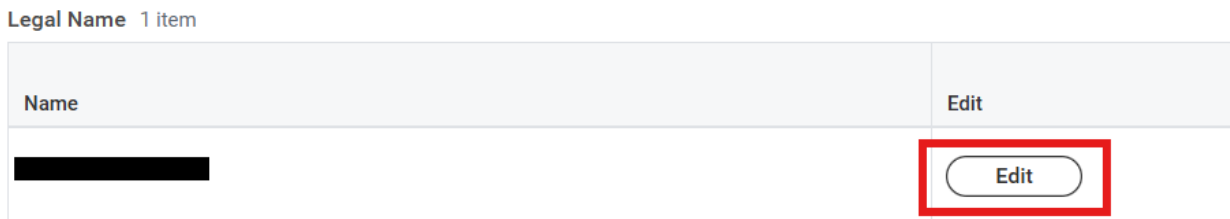
## QUICK REFERENCE GUIDE

2. In the left navigation menu, select "Personal". It will default to opening on "Names".



The screenshot shows the Workday interface for a student at Colorado Mountain College. On the left, a navigation menu is visible with the "Personal" option highlighted with a red box. The main content area is titled "Names" and "Personal Information". It displays two sections: "Legal Name 1 item" and "Preferred Name 1 item". Each section has a "Name" field with a redacted value. The "Names" tab is also highlighted with a red box.

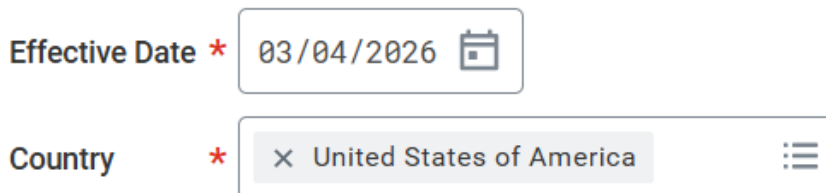
3. Click on the "Edit" button next to your legal name.



This close-up shows the "Legal Name 1 item" table. The table has two columns: "Name" and "Edit". The "Name" column contains a redacted value. The "Edit" column contains an "Edit" button, which is highlighted with a red box.

Name	Edit
[Redacted]	<input type="button" value="Edit"/>

4. Leave the "Effective Date" field and "Country" field as is.



The screenshot shows two form fields. The "Effective Date" field is a date picker with the value "03/04/2026" and a calendar icon. The "Country" field is a dropdown menu with the value "United States of America" and a menu icon.



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5. Enter your legal name as indicated on your legal document in the required fields, and enter prefix and suffix, if desired.

Prefix	<input type="text"/>
First Name *	<input type="text" value="Swoop"/>
Middle Name	<input type="text" value="Squawk"/>
Last Name *	<input type="text" value="Eagle"/>
Suffix	<input type="text"/>

6. In the "Attachments" section, drop files in the grey area or click the "Select files" button to upload your legal document.

Last Name *	<input type="text" value="Eagle"/>
Suffix	<input type="text"/>

enter your comment



### Attachments

Drop files here

or

Select files

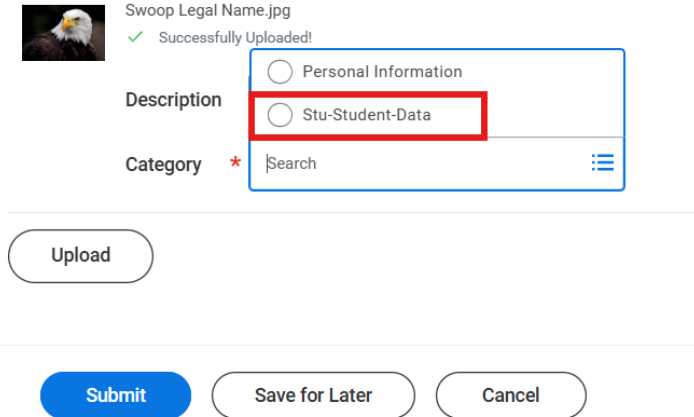


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## QUICK REFERENCE GUIDE

- Once the document is uploaded, make sure you select the "Stu-Student-Data" In the "Category" field (this ensures it is filed correctly).

### Attachments



Swoop Legal Name.jpg  
✓ Successfully Uploaded!

Description  
 Personal Information  
 Stu-Student-Data

Category \* Search

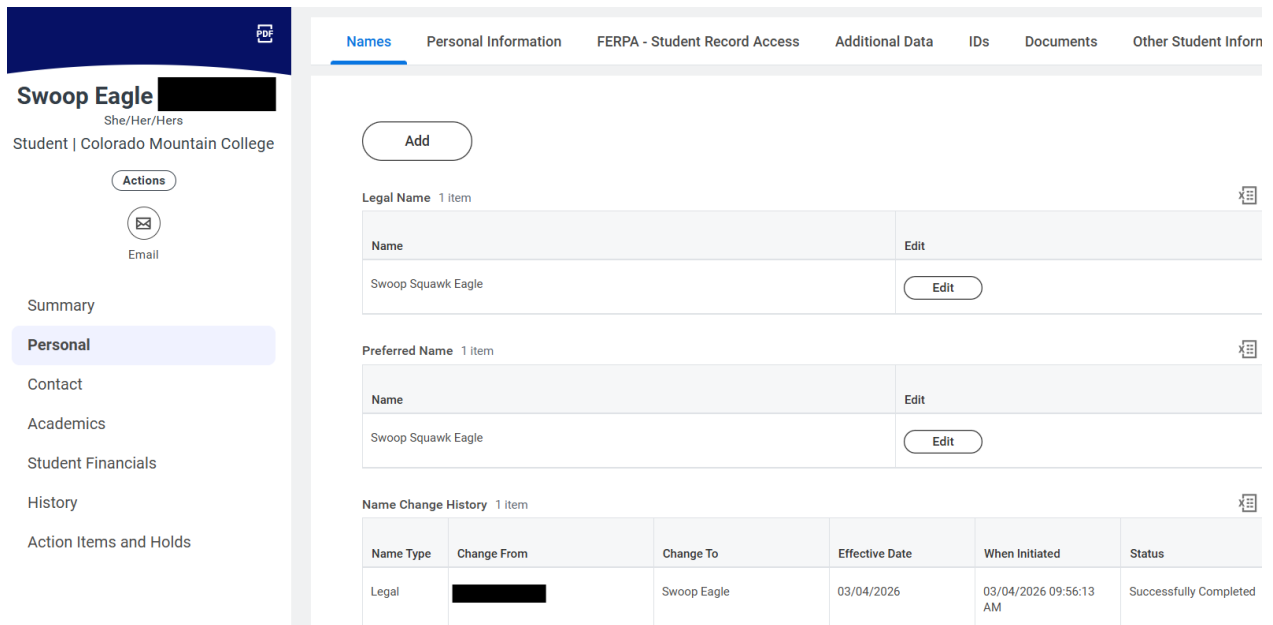
Upload

Submit Save for Later Cancel

- Then click the blue "Submit" button.

Your name change is then reviewed by the Registrar's Office. Once approved, your legal name will be reflected on your student record.

Example:



Swoop Eagle [Redacted]  
She/Her/Hers  
Student | Colorado Mountain College

Names Personal Information FERPA - Student Record Access Additional Data IDs Documents Other Student Inform

Add

Legal Name 1 item

Name	Edit
Swoop Squawk Eagle	Edit

Preferred Name 1 item

Name	Edit
Swoop Squawk Eagle	Edit

Name Change History 1 item

Name Type	Change From	Change To	Effective Date	When Initiated	Status
Legal	[Redacted]	Swoop Eagle	03/04/2026	03/04/2026 09:56:13 AM	Successfully Completed



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Please note: If there are any issues, the Registrar's Office can send the task back to you with comments indicating what is needed.

 [Advanced Search](#)

**Legal Name Change: Swoop Hawk** 03/04/2026 ☆

Sent Back by Sara Hanks

Effective: 03/04/2026

### Process History



**Swoop Hawk (0717010)**

6 minutes ago

Legal Name Change- Step Completed



Sara Hanks

2 minutes ago

says, "You uploaded the wrong document please

correct and re-submit"

Review Legal Name Change- Sent Back



alcohen / Swoop Hawk

Legal Name Change- Awaiting Action

### Attachments