

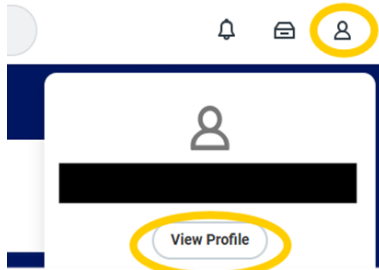
# Changing a Preferred Name

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

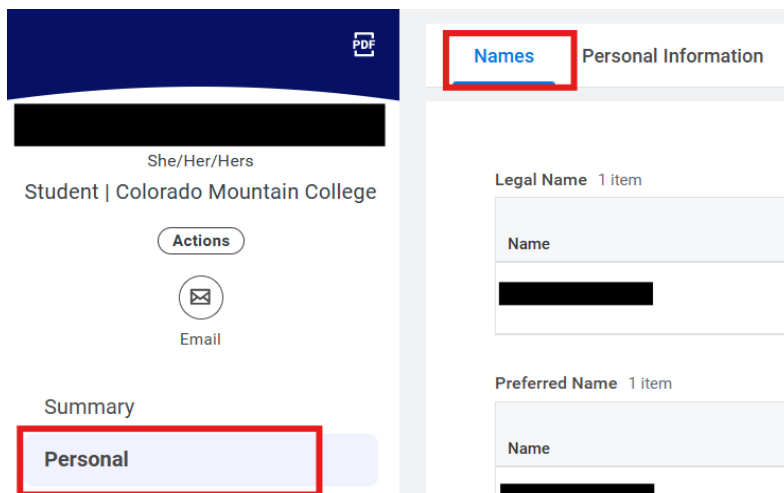
## Changing a Preferred Name

You can update your preferred first and middle names at CMC without needing documentation. However, last names can only be changed legally; entering a different last name will cause an error. Please note that some documents and systems require you to use your legal name. For more information, please visit the [Name Change Website](#).

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.



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

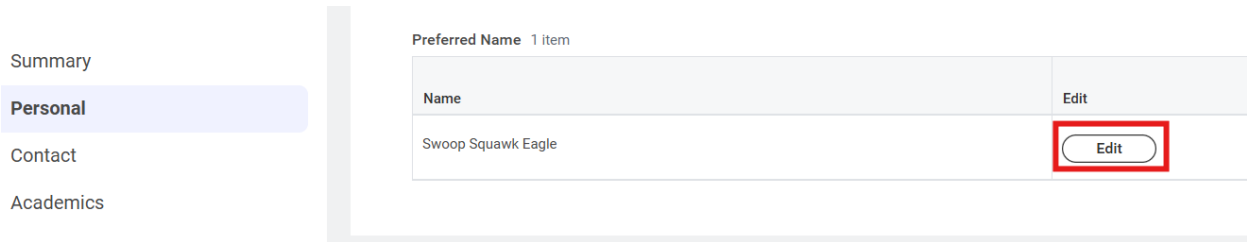




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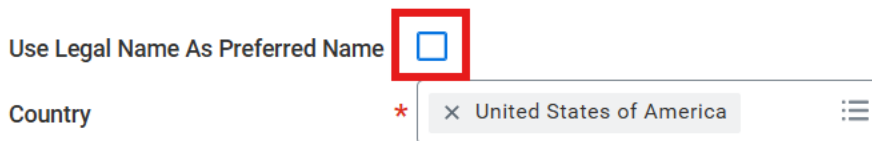
## QUICK REFERENCE GUIDE

- Click on the "Edit" button next to your preferred name.



Preferred Name 1 item	
Name	Edit
Swoop Squawk Eagle	<input type="button" value="Edit"/>

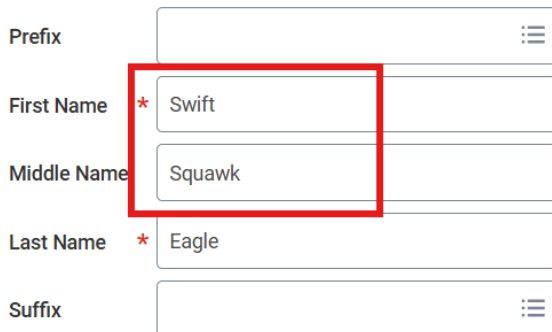
- Uncheck the box next to "Use Legal Name As Preferred Name". Leave the "Country" field as "United States of America".



Use Legal Name As Preferred Name

Country \*

- Enter your preferred first name in the "First Name Field" (and Middle Name, if desired). Last name must not be altered; it must match your legal last name.



Prefix

First Name \*

Middle Name

Last Name \*

Suffix

- Then click the blue "Submit" button.

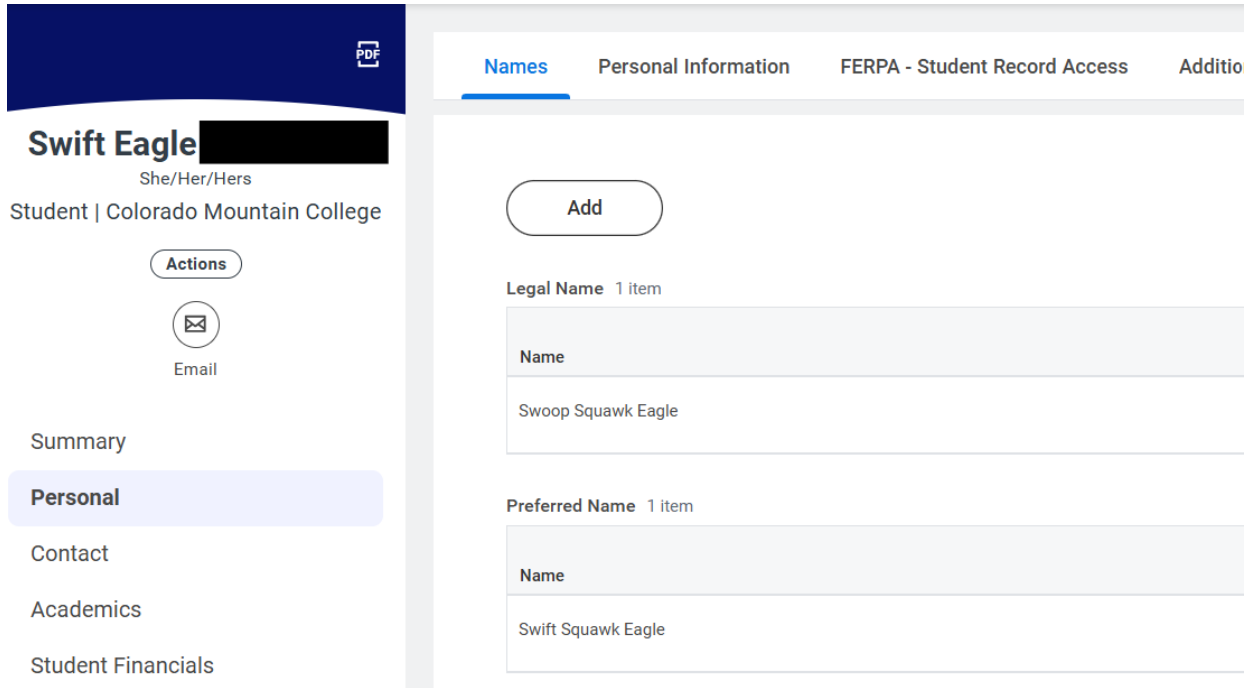
*Your preferred name change is then reviewed by the Registrar's Office. Once approved, your preferred name will be reflected on your student record.*



# WORKDAY

## QUICK REFERENCE GUIDE

Example:



The screenshot shows a student profile page in Workday. On the left is a navigation sidebar with a dark blue header containing a PDF icon. Below the header, the student's name "Swift Eagle" is displayed with a blacked-out ID. Underneath are the pronouns "She/Her/Hers" and the affiliation "Student | Colorado Mountain College". An "Actions" button is present, with an "Email" icon and label below it. A list of menu items includes "Summary", "Personal" (highlighted in light blue), "Contact", "Academics", and "Student Financials". The main content area has a breadcrumb trail: "Names" (underlined), "Personal Information", "FERPA - Student Record Access", and "Additio". Below the breadcrumb is an "Add" button. The "Legal Name" section shows "1 item" and a table with a "Name" column containing "Swoop Squawk Eagle". The "Preferred Name" section shows "1 item" and a table with a "Name" column containing "Swift Squawk Eagle".

*Any Preferred Name deemed to be inappropriate, indecent, or obscene will be removed and will be considered a violation of the Student Code of Conduct. Students who violate the code of conduct will be subject to disciplinary action.*