

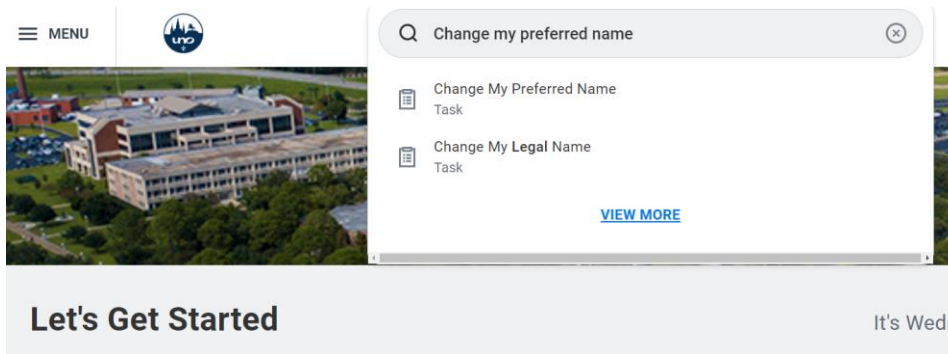


Change My Preferred Name

Welcome to the University of New Orleans. If you would like to use a preferred name during your time at UNO, you may enter a name here. Your preferred name should show on your course rosters. Please note, there is a separate process to change your legal name.

Sign into Workday Student

1. Go to myapps.uno.edu
2. Click the Workday Student App
3. Once you have signed in, in the search bar type "Change My Preferred Name" and click on the task.



Change My Preferred Name

1. At the top of the taskbox you will see a box checked that says Use Legal Name as Preferred Name then your legal name information will appear.

The screenshot shows the 'Change My Preferred Name' task form. At the top, the title 'Change My Preferred Name' is followed by the user's name 'Margaret S Williamson | SH'. Below the title, there is a checkbox labeled 'Use Legal Name As Preferred Name' which is checked. Underneath, the 'Country' is listed as 'United States of America'. The form includes fields for 'First Name' (Margaret), 'Middle Name' (S), 'Last Name' (Williamson), and 'Suffix' (empty). At the bottom, there is a text area labeled 'enter your comment' with a small profile picture icon to its left. At the very bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'.



2. Uncheck the box and the screen will change so you can edit the name. Type in your preferred name. Then click submit.

Change My Preferred Name

 Margaret S Williamson | Shannon Williamson ⋮

Use Legal Name As Preferred Name

Country *

First Name *

Middle Name

Last Name *

Suffix

enter your comment

3. Once you submit the name change, it will route through a workflow so your records can be updated. You will be able to see when it is completed by checking your notifications in WD (the bell in the upper right corner). Changing your preferred name in Workday will update the name that appears on your course rosters, your UNO email, Navigate (UNO's advising software) and your Canvas account.