Guide to Update Lived Name in Workday

Guidelines

- This guide is only applicable for faculty and staff. As of July 2023, the Center is aware of methods for students to update their lived name in access plus but not in Workday or uniformly across all campus systems.
- This guide will assist faculty and staff with updating their preferred name in Workday. This will make the lived name more visible in Outlook Address Book and Email, Workday, Canvas, Microsoft 365 (Teams, Outlook, Planner, etc.), LinkedIn Learning, CyBox, etc.
  - Faculty and Staff are encouraged to include their pronouns in their lived name as this makes them more visible to students across platforms. Even though pronouns are available in workday, they are not visible on all platforms.
- There are other concerns with updating lived name, and with pairing pronouns with your name. Contact your unit's human resources professional prior for questions or concerns.

Steps to Apply Lived Name and/or Pronouns in Workday

1. Login to Workday
2. Select your profile photo/circle in the upper right and a menu will drop down
3. Select "View Profile" in the drop down
4. On the vertical blue bar tab on the left side of the screen, select the "personal" tab
5. Select "names" in the horizontal menu
   a. Important note: two name fields allow editing, make sure you are editing the field labeled "preferred name"
6. Under the header labeled "preferred name" select "edit"
7. Deselect the checkbox labeled "Use Legal Name as Preferred Name"
8. Input your lived name
   a. In either the "first name" or "last name" field you can include your preferred pronouns so they are more visible to Iowa State students, faculty, and staff. (View a pronoun guide)
9. Select "Submit" at the bottom of the page
10. Once submitted your lived name will update across platforms within 48 hours

HELPING CYCLONES SUCCEED