

# Change Your Preferred Name

Changing your preferred name in PeopleSync will update your preferred name in the NYU Directory, but other NYU systems will not reflect the preferred name (including iLearn). Your preferred name will not be used on legal documents such as tax forms.

**Note:** To update your **legal name**, contact your HR representative or PeopleLink and provide one of the following supporting documents:

- Official Court Document
- Revised Social Security Card
- Social Security Card Receipt

Steps
1. From the PeopleSync home page, locate and click the <b>Personal Information</b> icon.
2. Under the <i>Change</i> menu, select the <b>Preferred Name</b> link.
3. The <i>Change My Preferred Name</i> page will display. Uncheck the box next to <i>Use Legal Name As Preferred Name</i> . <b>Note:</b> The PeopleSync default is to use your legal name as the preferred name. You may revert back to using your Legal Name as your preferred name by re-checking the box. The fields marked with a red asterisk are required in PeopleSync.
4. Update the current name with you preferred name information. Use the icon to change Country, Prefix, or Suffix values. <b>Note:</b> Depending on the country you select, the name fields will vary.
5. Click the <b>[Submit]</b> button at the bottom of the <i>Change My Preferred Name</i> page.
6. You will receive a confirmation message once the changes have been successfully completed.
7. Click <b>[Done]</b> to return to the Workday Homepage.

For additional information please contact PeopleLink at (212) 992-LINK [5465] or [AskPeopleLink@nyu.edu](mailto:AskPeopleLink@nyu.edu).