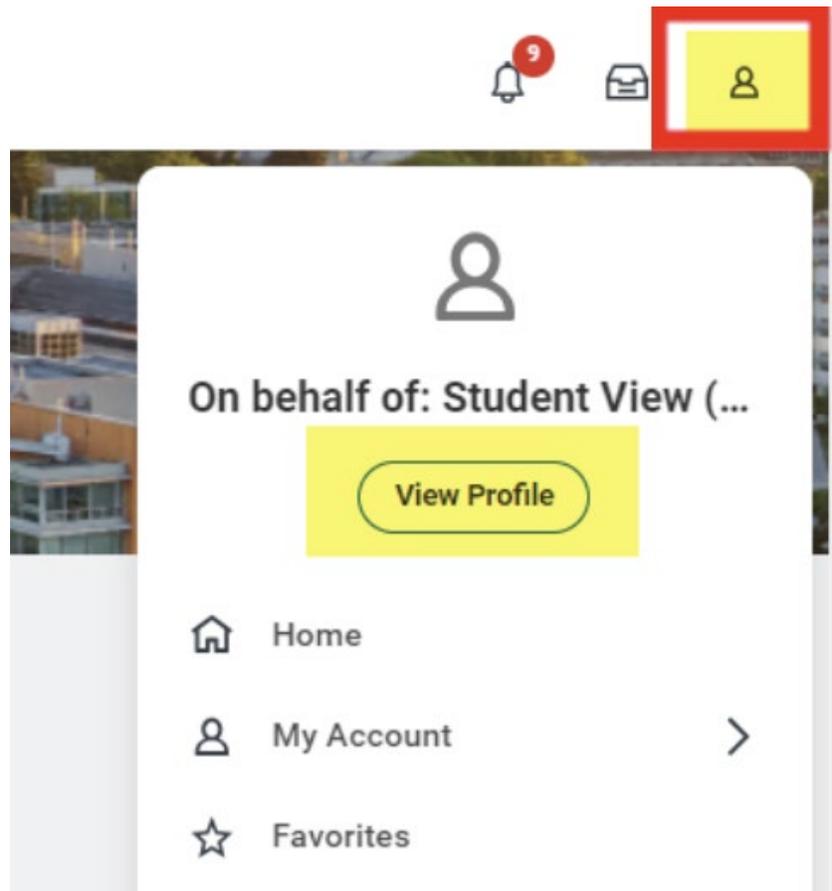**UBC Graduate and Postdoctoral Studies**

Viewing your legal name

If you wish to be known by a different legal name on your UBC student records, please contact [Enrolment Services](#) to change your legal name. You will not be able to edit your legal name in Workday.

How to view your legal name in Workday

First, go to your profile in Workday

1. Log into your Workday account at myworkday.ubc.ca.

2. On the Workday home screen, click your user icon in the top right corner.

3. Click the "View Profile" button in the pop up menu.

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Next, go to your personal information

1. Once you're in your profile, click the "Personal" tab on the left menu.

2. Click the "Names" tab in the top menu. Your legal name will be listed first, followed by your preferred name.

Learn how to edit your preferred name.