

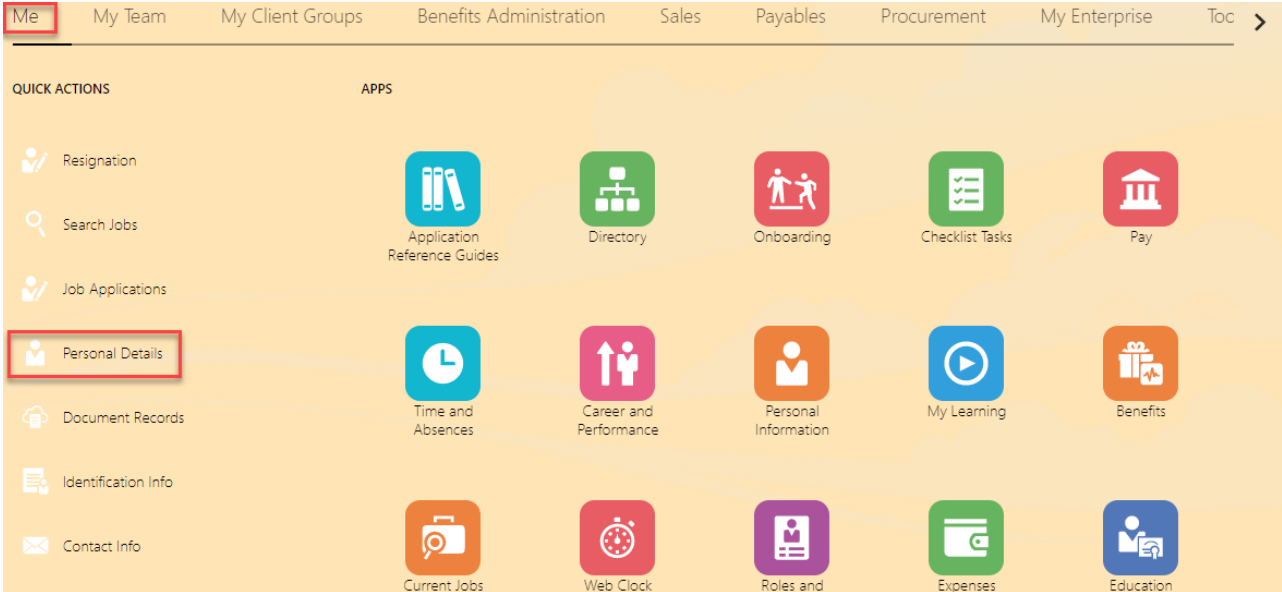
## Change Name

This process enables you to change your name in Oracle.

Audience: All

Walkthroughs:

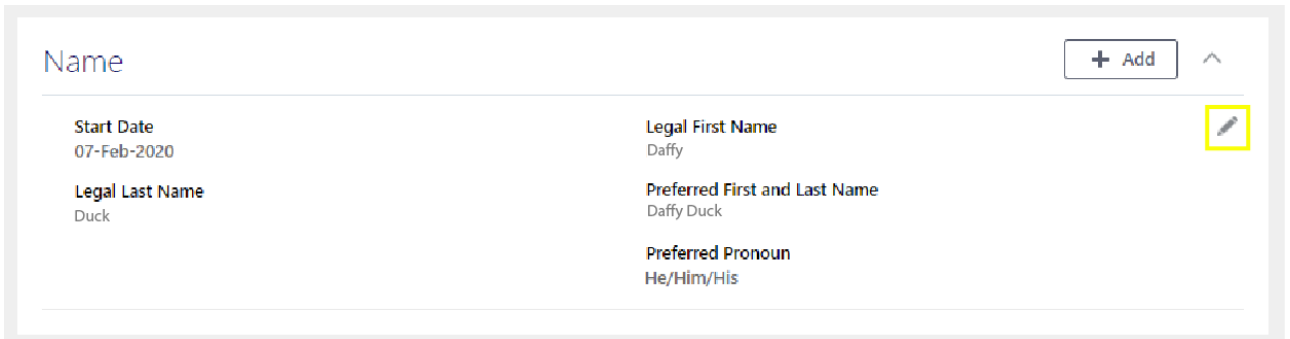
- 1.0 Navigation Path
- 2.0 Change Name

| Process Step & Description        | Action   |
|-----------------------------------|--|
| <p><b>1.0 Navigation Path</b></p> | <p><b>Getting Started</b></p> <p>➤ <b>Navigation Path</b><br/>Me &gt; Personal Details</p> <p>From the home screen:</p> <ul style="list-style-type: none"> <li>• Click on “Me” to see more Employee Self-Service applications</li> <li>• Click on the “Personal Details” Icon.</li> </ul>  |

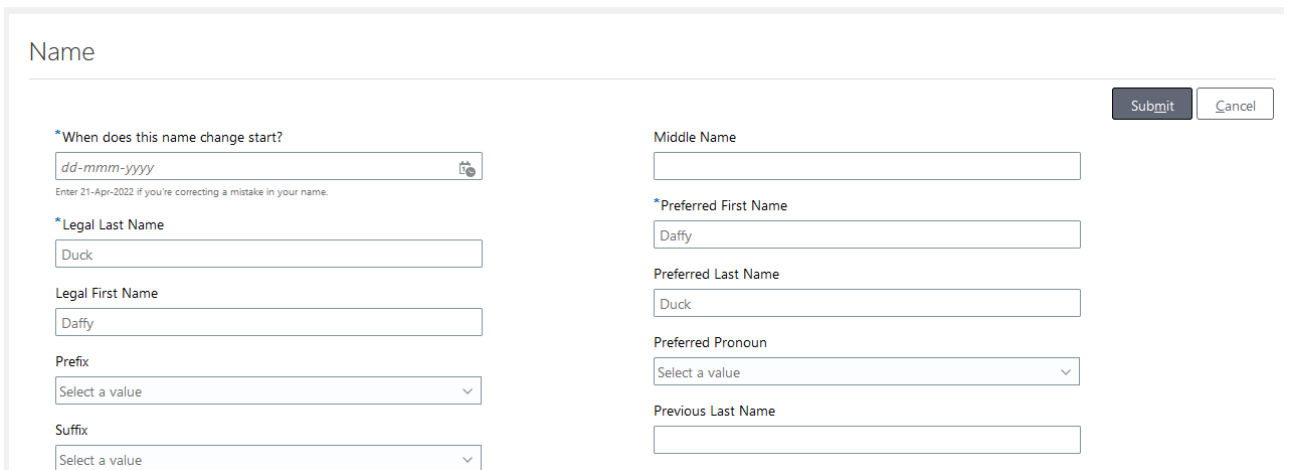
## Change Name

From the “Person Detail” screen and under the “Name” section:

- Click on the “Pencil” icon to edit.



- Enter the “Start Date.”



- You can edit your “Legal Last Name,” “Legal First Name,” “Middle Name,” “Preferred First Name,” “Preferred Last Name,” and “Preferred Pronoun.”

- Click “Submit”



- Done.

*Note: A Human Resources Specialist will approve your change and you may be asked to submit additional documentation for Legal Name Changes.*

## 2.0 Change Name