## Change Name

This process enables you to change your name in Oracle.

**Audience:** All

**Walkthroughs:**
- 1.0 Navigation Path
- 2.0 Change Name

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<th>Process Step &amp; Description</th>
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<td><strong>1.0 Navigation Path</strong></td>
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### Getting Started

- **Navigation Path**
  - Me > Personal Details

From the home screen:

- Click on “Me” to see more Employee Self-Service applications
- Click on the “Personal Details” Icon.
2.0 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,” “Preferred First and 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.*