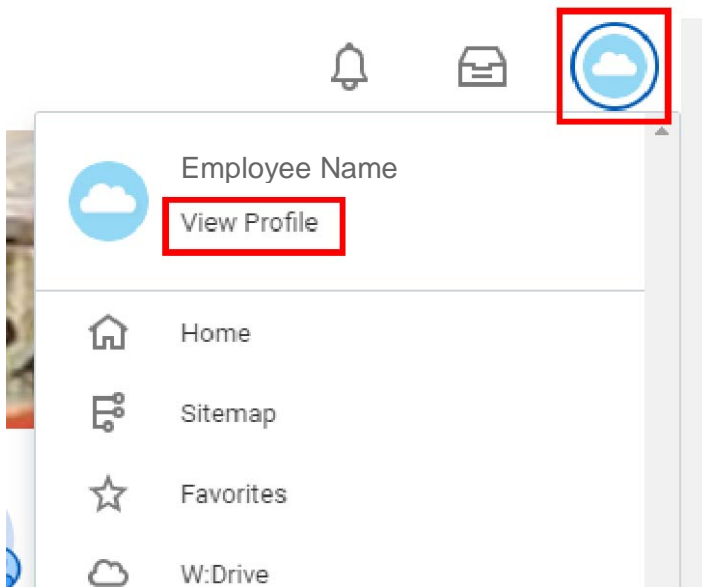



ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that visibility of sensitive information is controlled by individual users' security profile.

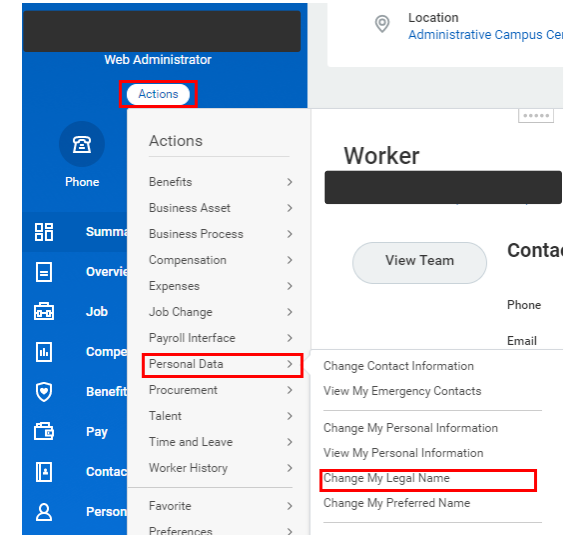
To access your worker profile page, click your Profile icon in the upper right corner, then View Profile. Your Worker Profile page displays.



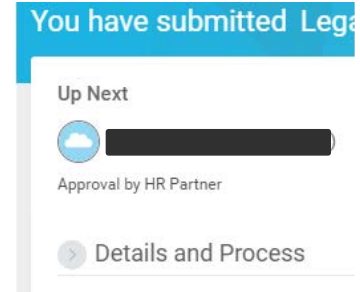
 **Note:** All instructions in this job aid start from the Worker Profile page.

CHANGE YOUR LEGAL NAME


1. Click your **Related Actions**.
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.



A Confirmation page will be displayed that shows who is next in the routing process to approve. A Details and Process tab is also available to view the entire routing process.



5. Click **Done**.

 **Note:** Approval by HR Partner is required after making edits to your Legal Name.